

BEFORE THE
POSTAL REGULATORY COMMISSION
WASHINGTON, D.C. 20268-0001

In the Matter of:
Masonville Post Office
Masonville, Iowa

Docket No. A2011-38

UNITED STATES POSTAL SERVICE NOTICE OF FILING
(August 17, 2011)

By means of Order No. 792 (August 5, 2011), the Postal Regulatory Commission docketed correspondence from a customer of the Masonville, Iowa Post Office, assigning PRC Docket No. A2011-38 as an appeal pursuant to 39 U.S.C. § 404(d). That Order, at page 3, set August 17, 2011 as the date by which “[t]he Postal Service shall file the administrative record regarding this appeal” or file any responsive pleading. This pleading responds to that directive.

The Postal Service is today filing the electronic version of the administrative record concerning the Final Determination to Close the Masonville, IA Post Office and Extend Rural Route Service.

Respectfully submitted,

UNITED STATES POSTAL SERVICE
By its attorneys:

Anthony F. Alverno
Chief Counsel, Global Business

Sonia Jain

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Washington, D.C. 20260-1137
(202) 268-7820; Fax -5628
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Item No.	Description	Date Entered into Record
1.	Request/approval to study for discontinuance	2/23/2011
2.	Memo: Notice (if appropriate) to Headquarters of suspension	3/2/2011
3.	Memo: Notice (if appropriate) to customers/district personnel of suspension	3/2/2011
4.	Highway map with community highlighted	3/2/2011
5.	Memo: Eviction notice (if appropriate)	3/10/2011
6.	Memo: Building inspection report and original photos of building deficiencies (if appropriate)	3/9/2011
7.	Post Office and community photos	3/10/2011
8.	Form 150, <i>Postmaster Workload Information</i>	2/23/2011
9.	Worksheet for calculating work service credit	3/2/2011
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15.	Post Office fact sheet	3/21/2011
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17.	Alternate service options/cost analysis	3/10/2011
18.	Form 4920, <i>Post Office Closing or Consolidation Proposal—Fact Sheet</i> (with past three fiscal years of total revenue and revenue units)	3/21/2011
19.	Analysis of investigative findings/recommendations	3/22/2011
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Item No.	Description	Date Entered into Record
22.	Returned customer questionnaires and Postal Service response letters	3/22/2011
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26.	Memo: Community meeting letter (if community meeting held prior to questionnaire)	3/22/2011
27.	Memo: Petition and Postal Service response letter (if appropriate)	3/22/2011
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29.	Proposal checklist	3/22/2011
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32.	Invitation for comments exhibit	3/22/2011
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34.	Comment form exhibit	3/22/2011
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36.	Round-date stamped proposals and invitations for comments from affected offices	6/7/2011
37.	Notification of taking proposal and comments under internal consideration	6/1/2011
38.	memo: Customer comments and Postal Service response letters	6/7/2011
39.	memo: Premature Postal Rate Commission appeal and Postal Service response letter (if appropriate)	6/7/2011
40.	Memo: Analysis of comments	6/7/2011
41.	Revised proposal (due to late congressional)	6/7/2011

Item No.	Description	Date Entered into Record
42.	Memo: Updated Form 4920 (if appropriate)	6/7/2011
43.	Certification of record	6/7/2011
44.	Log of Post Office discontinuance actions	6/7/2011
45.	Transmittal to Vice President, delivery and retail, from district manager, customer service and sales	7/1/2011
46.	Headquarters' acknowledgment of receipt of record	7/1/2011
47.	Final determination transmittal letter from Headquarters	7/1/2011
48.	Instruction letter to postmaster/OIC on posting	7/1/2011
49.	Round-date stamped final determination cover sheets	
50.	<i>Postal Bulletin</i> Post Office Change Announcement form	
51.	Vice President, delivery and retail, instruction letter	7/1/2011
52.	Public notice postings on appeal (if appropriate)	
53.	Postal Rate Commission opinion on appeal affirming final determination (if appropriate)	
54.	Vice President, delivery and retail, instruction letter	
55.	Letter to customers	
56.	Notification to local Address Management Systems (AMS) to update AMS database	
57.	Announcement in <i>Postal Bulletin</i>	

02/23/2011

GAIL DUBA
DISTRICT MANAGER
HAWKEYE PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the 1A-01 congressional district.

Post Office Name:	MASONVILLE
Zip+4 Code:	50654-8533
EAS Level:	53
Finance Number:	185769
County:	Delaware
Proposed Admin Office:	WINTHROP PO
ADMIN Miles Away:	9.0
Near Office Name:	MANCHESTER PO
Near Miles Away:	9.0
Number of Customers:	
Post Office Box:	26
General Delivery:	0
Rural Route (RR):	0
Highway Contract Route (HCR):	0
Intermediate RR:	0
Intermediate HCR:	0
City Delivery:	0
Total Customers:	26

The above office became vacant when the postmaster was promoted on 08/19/2006.

Study for discontinuance request based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.

THOMAS ALLEN
Manager, Post Office Operations

Approval to Study for Discontinuance:

GAIL DUBA
DISTRICT MANAGER
HAWKEYE PFC

02/23/2011

DATE

cc: Area Manager, Public Affairs and Communication



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NOTICE OF POST OFFICE EMERGENCY SUSPENSION

A. Office

Name: MASONVILLE State: IA Zip Code: 50654
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-01 County: Delaware
EAS Grade: 53 Finance Number: 185769
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

- There was no Emergency Suspension for this office

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 03/02/2011
Fax No: (319) 399-5502



NOTICE TO CUSTOMERS/DISTRICT PERSONNEL OF SUSPENSION

A. Office

Name: MASONVILLE State: IA Zip Code: 50654
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-01 County: Delaware
EAS Grade: 53 Finance Number: 185769
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no Emergency Suspension for this office

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 03/02/2011
Fax No: (319) 399-5502



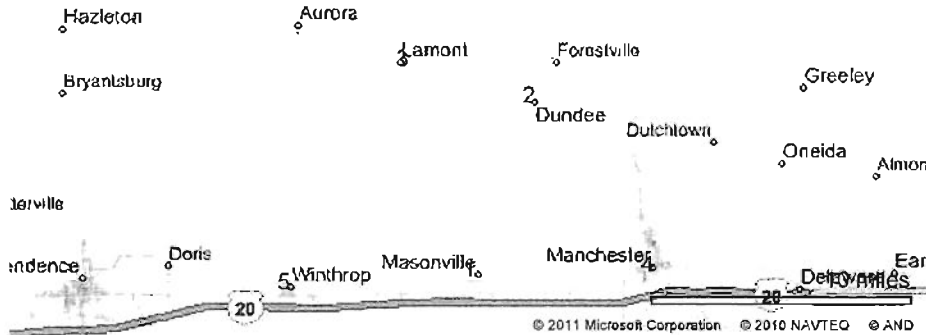
A service of


 ACCOUNT NO.
 1372105-50654
 PO.
 4

Post Office™ Locations

[PRINT](#) | [BACK](#)

Post Office™ Locations near 50654



- | | | |
|--|--|---|
| <p>1 Post Office™
 Location -
 MASONVILLE
 504 BARRETT ST
 MASONVILLE, IA
 50654-8533
 (800) ASK-USPS
 (800) 275-8777
 (563) 927-5814</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">2.5 mi</div> | <p>Business Hours
 Mon-Fri
 12:00pm-4:15pm
 Sat
 11:30am-12:45pm
 Sun
 closed</p> | <p>Services
 PO Boxes Online
 Service hours may vary. Please
 check link for business hours</p> |
| <p>2 Post Office™
 Location -
 DUNDEE
 106 N CENTER ST
 DUNDEE, IA 52038-
 4400
 (800) ASK-USPS
 (800) 275-8777
 (563) 924-2528</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">4.6 mi</div> | <p>Business Hours
 Mon-Fri
 9:00am-12:00pm
 12:45pm-4:00pm
 Sat
 9:00am-9:30am
 Sun
 closed</p> | <p>Services
 PO Boxes Online
 Service hours may vary. Please
 check link for business hours.</p> |
| <p>3 Post Office™
 Location -
 LAMONT
 620 BUSH ST
 LAMONT, IA 50650-
 9041
 (800) ASK-USPS
 (800) 275-8777
 (563) 924-2035</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">6.6 mi</div> | <p>Business Hours
 Mon-Fri
 8:30am-11:45am
 1:00pm-4:15pm
 Sat
 8:30am-9:00am
 Sun
 closed</p> | <p>Services
 PO Boxes Online
 Service hours may vary. Please
 check link for business hours.</p> |

Business Hours

Services

Memo to the record

3/10/2011

Re: Eviction Notice

The Masonville Post Office was not suspended and is currently active. As a result, an eviction notice is not applicable in this study.



Sara Lindauer
Post Office Review Investigator

Memo to the record

3/9/2011

Re: Building Deficiency Report

The Masonville Post Office was not suspended and is currently active. As a result, a building Deficiency Report is not applicable in this study.



Sara Lindauer
Post Office Review Investigator

Masonville Post Office and Community Photographs

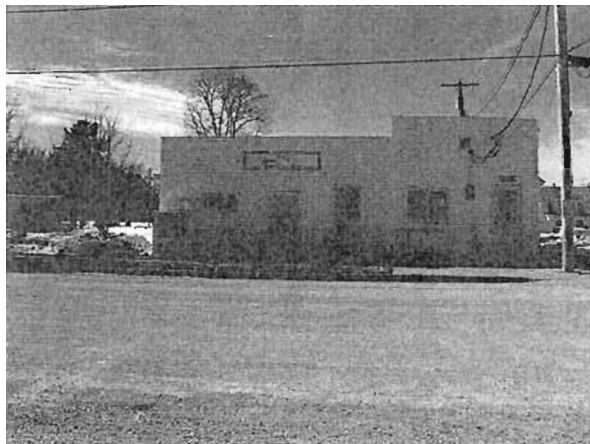
7a



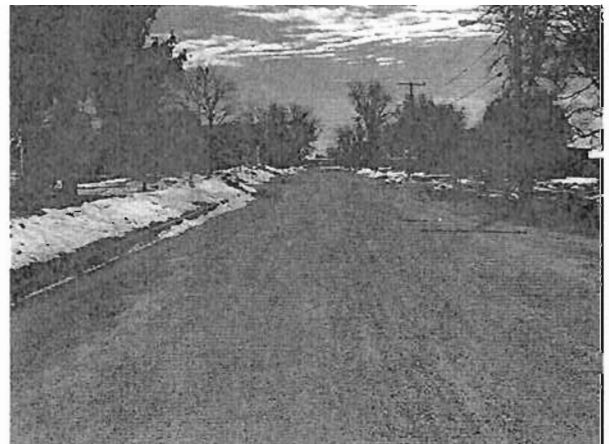
Front of Post Office



Back of Post Office



R Place (Bar/Restaurant)



From Front of PO looking South



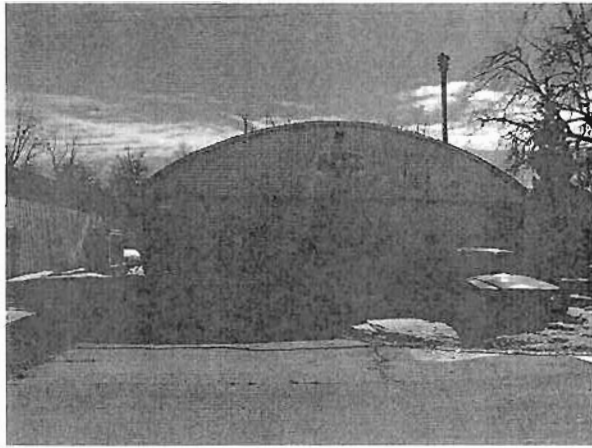
Front of PO looking North



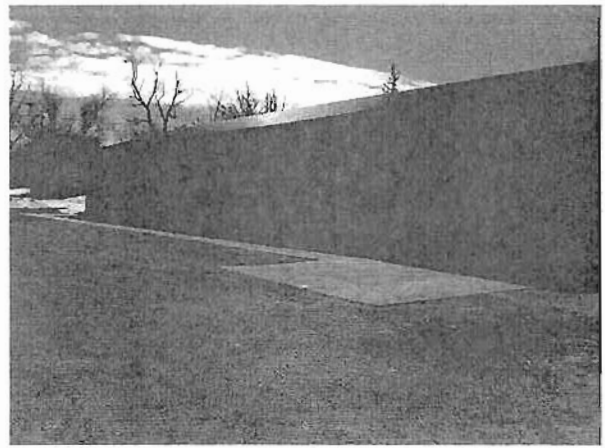
Peavy Grain and Central Ag

Masonville Post Office and Community Photographs

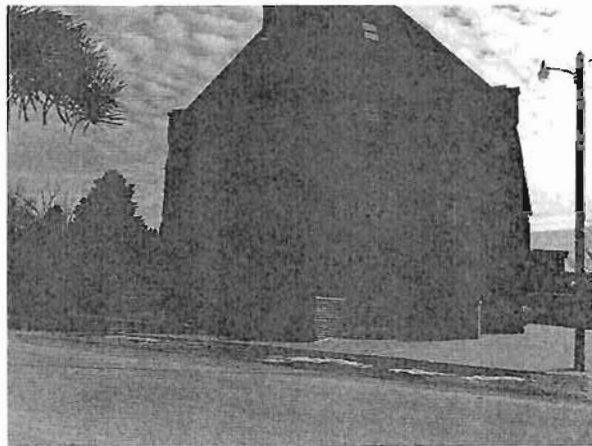
76



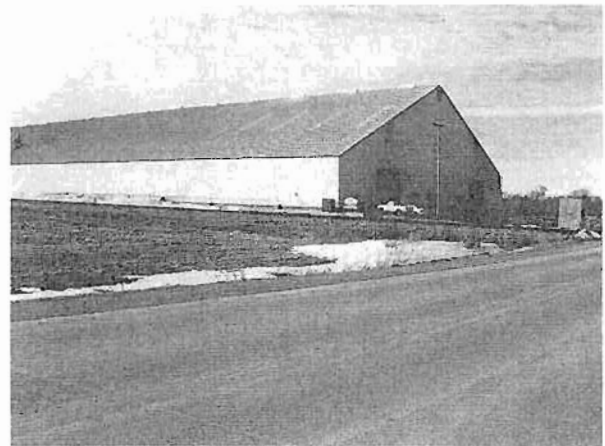
Apex Custom Countertops



Masonville Fire Department and City Office



Immaculate Conception Catholic Church



La Budde Group



NE Side Looking West



SW side of Town Looking East

Masonville Post Office and Community Photographs

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7c



SE town looking West



NW Side of town looking East

PS Form 150, Postmaster Workload Information

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Post Office, State & Zip Code MASONVILLE, IA 50654		Postmaster's Signature KJR8CD	Date 02/23/2011
District Office, State & Zip Code HAWKEYE PFC, IOWA 52406		District Manager's Signature KT9VD4	Date 02/23/2011
(Check Box) <input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Management Review <input type="checkbox"/> RFR		See Instructions on Reverse	
1.	Current Office Level		53
2.	Finance Number	(1-6)	185769
3.	General Delivery Families Served	(7-9)	0
4.	Post Office Boxes/Call Boxes Rented	(10-15)	26
5.	Possible City Deliveries	(16-20)	0
6.	Administrative Rural Boxes Served	(21-25)	0
7.	Intermediate Rural Boxes Served	(26-30)	0
8.	Administrative Responsibility form Intermediate Rural Boxes for Other Offices	(31-35)	0
9.	Administrative Highway Contract/Star Route Boxes Served	(36-39)	0
10.	Intermediate Highway Contract/Star Route Boxes Served	(40-43)	0
11.	Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices	(44-47)	0
12.	Number of Carrier Stations/Branches	(48-49)	0
13.	Number of Finance Stations/Branches	(50-51)	0
14.	Number of Contract Stations/Branches & Community Post Offices	(52-53)	0
15a.	Does Office Experience A Seasonal Workload? (box one "Y" of yes, "N" for no) (If you answer "yes" of this question, complete "Seasonal Workload" section on reverse.)	(54)	N
15b.	Duration of Experience A Seasonal Workload? (minimum of 8 weeks)	(55-56)	
16.	Does Office Perform Outgoing Distribution for Other Offices?	(57)	N
17.	Does Office Perform Incoming Distribution for Other Offices?	(58)	N
18.	Does Office Perform Incoming Secondary Distribution for Other Offices?	(59)	N
19.	Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office?	(60)	N
20.	Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office?	(61)	N
21.	Do You Have Responsibility for Vehicle Maintenance Facilities?	(62)	N
22.	Does Your Office Have Administrative Responsibility for an Air Transfer Office?	(63)	N
23.	Is Postmaster Lessor for Government Owned Building?	(64)	N
24.	Does Office Have MPLSM/SPLSM?	(65)	N
25.	Does Office Distribute Food Stamps?	(65)	N

PS Form 150, Postmaster Workload Information

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50654

	Normal	During Seasonal Period
General Delivery Families Served	0	0
Post Office Boxes/Call Boxes Rented	26	0
Possible City Deliveries	0	0
Administrative Rural Boxes Served	0	0
Intermediate Rural Boxes Served	0	0
Administrative Responsibility/Number Intermediate Rural Boxes	0	0
Administrative Highway Contract/Star Route Boxes Served	0	0
Intermediate Highway Contract/Star Route Boxes Served	0	0
Administrative Responsibility/Number Intermediate Highway Contract/Star Route Boxes	0	0

Instructions

1. Enter current evaluated office level.
 2. Enter the 6 digit post office finance number.
 3. Enter number of general delivery families served.
 4. Enter total number of post office boxes and call boxes rented. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
 5. Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, Carrier Route Report, for the previous accounting period.
 6. Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
 7. Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
 8. Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
 9. Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.
 10. Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.
 11. Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
 12. Enter the number of classified stations and/or branches that have carrier delivery service.
 13. Enter the number of classified finance stations and/or branches (without carrier delivery service) staffed by postal employees.
 14. Enter the total number of contract stations, rural stations and community post offices.
 - (a) A contract station is a detached finance unit manned by non-postal employees.
 - (b) A rural station is a post office box delivery unit serviced by a rural carrier.
 - (c) A community post office is a contract unit which provides service in a small community.
 15. To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.
- Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)
16. Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a cutting, facing and cancelling operation?
 17. Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
 18. Does office separate incoming mail to carrier routes for other associate offices?
 19. Does office separate all incoming letter size mail to city, rural and/or star routes?
 20. Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
 21. Do you have a vehicle maintenance facility under your jurisdiction?
 22. Do you have an air transfer office under your jurisdiction?
 23. Do you occupy a government-owned building and lease a portion of the building to someone else?
 24. Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
 25. Does your office distribute food stamps?

Worksheet for calculating Workload Service Credit (WSC) for Post Offices

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Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Office Name: MASONVILLEOffice Zip+4: 50654 -8533District: HAWKEYE PFC

Activity WSCs

General Delivery Families Served (Item 3, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150)	<u>26</u>	X 1.0	=	<u>26</u>
Possible City Deliveries (Item 5, PS Form 150)	<u>0</u>	X 1.33	=	<u>0</u>
Administrative Rural Boxes Served (Item 6, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Rural Boxes Served (Item 7, PS Form 150)	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150)	<u>0</u>	X 0.3	=	<u>0</u>
Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150)	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150)	<u>0</u>	X 0.3	=	<u>0</u>
Total Activity WSCs				<u>26</u>

Revenue WSCs

First	25 revenue units:	1.00	X	<u>25</u> units	=	<u>25.00</u>
Next	275 revenue units:	0.50	X	<u>8</u> units	=	<u>4.00</u>
Next	700 revenue units:	0.25	X	<u>0</u> units	=	<u>0.00</u>
Next	5000 revenue units:	0.10	X	<u>0</u> units	=	<u>0.00</u>
	Balance of revenue units:	0.01	X	<u>0</u> units	=	<u>0.00</u>
Total revenue WSCs:						<u>29.00</u>

Activity WSCs 26 + Revenue WSCs = 29.00 Base WSCs 55.00 = EAS Grade CPrevious evaluation: EAS grade 53

Effective date of change in service hours: _____ (if appropriate)

(when a vacancy exists, hours must reflect the appropriate EAS grade)

Worksheet completed by:

KAREN LENANE

KAREN.S.LENANE@USPS.GOV

Printed Name

Signature

HAWKEYE PFC District Review Coordinator

03/02/2011

Title

Date

Window Transaction Survey

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PO Name: MASONVILLE ZIP+4: 50654 - 8533 Completed By: KJR8C0

Survey Period: 02/26/2011 through 03/11/2011

Record the number of retail window transactions in the appropriate columns for each day. Consider a sale of stamps as one transaction. A sale of stamps and a money order is two transactions. Do not record the handing out over the counter of box mail, general delivery mail, or carrier mail. Instead of this worksheet, you may use PS Form 2007-A, Window Transaction Record; PS Form 2007-B, Window Transaction Conversion; and PS Form 2007-C, Window Transaction Survey. Use hash marks (///) for daily entries in the columns. To obtain the average daily number of transactions, divide the total number of transactions during the survey period by the number of days in the survey. The allowable time per transaction is shown in each column in minutes. To determine the average daily workload in minutes, multiply the number of transactions in each column by the time conversion for that column, total the time conversions for all columns, and divide the total number of minutes by the number of days in the survey period.

Day/Date	Postage Sales (.777)	Priority Parcels Money Orders (1.083)	Express Registered C.O.D (1.969)	Passports Meter Settings (5.06)	Box Rent (2.875)	Certified Insured Special Service (1.792)	Misc. Services (1.787)	Nonrevenue Services (1.787)	
Sat - 02/26	2	0	0	0	0	0	0	2	
Sun - 02/27	0	0	0	0	0	0	0	0	
Mon - 02/28	3	0	0	0	0	0	0	3	
Tue - 03/01	2	1	0	0	0	0	0	2	
Wed - 03/02	4	3	0	0	0	2	0	1	
Thu - 03/03	2	0	0	0	0	0	0	3	
Fri - 03/04	5	1	0	0	2	0	0	2	
Sat - 03/05	1	0	0	0	0	0	0	3	
Sun - 03/06	0	0	0	0	0	0	0	0	
Mon - 03/07	7	1	0	0	0	1	0	4	
Tue - 03/08	3	0	0	0	0	0	0	0	
Wed - 03/09	2	0	0	0	0	0	0	3	
Thu - 03/10	3	1	0	0	0	1	0	0	
Fri - 03/11	1	0	0	0	1	0	0	3	
TOTALS	35	7	0	0	3	4	0	26	
Time Factor	X .777	X 1.083	X 1.969	X 5.06	X 2.875	X 1.792	X 1.787	X 1.188	
Daily Average	2.3	0.6	0.0	0.0	0.7	0.6	0.0	2.6	
Average Number Daily Transactions:		6.3		Average Daily Retail Workload in Minutes:					6.8

Survey of Incoming Mail

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Survey of Incoming Mail
(Record in Pieces)

Post Office Name and Zip+4 MASONVILLE 50654 - 8533

Dates Recorded 02/26/2011 through 03/11/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/26	47	23	3	1	0	1	0	0
Sun - 02/27	0	0	0	0	0	0	0	0
Mon - 02/28	37	23	6	10	2	0	0	0
Tue - 03/01	20	9	1	57	0	2	0	0
Wed - 03/02	32	4	3	4	1	1	0	0
Thu - 03/03	53	11	6	29	2	1	0	0
Fri - 03/04	20	14	1	3	0	0	0	0
Sat - 03/05	33	10	2	5	0	0	0	0
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	39	43	3	7	0	0	0	0
Tue - 03/08	17	22	4	28	0	0	0	0
Wed - 03/09	23	7	3	14	0	0	0	0
Thu - 03/10	20	18	3	28	0	0	0	0
Fri - 03/11	33	19	7	5	1	1	0	0
TOTALS	374	203	42	191	6	6	0	0
Daily Average	31.2	16.9	3.5	15.9	0.5	0.5	0.0	0.0

Signature of Person Making Count:

KJR8C0

Printed Name:

KJR8C0

Date:

03/12/11

Conversion Rate

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	2227	Sequenced Flats	115

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

Survey of Dispatched Mail

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Survey of Dispatched Mail
(Record in Pieces)

Post Office Name and Zip+4

MASONVILLE 50654 - 8533

Dates Recorded

02/26/2011 through 03/11/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/26	3	0	0	0	0	0	0	0
Sun - 02/27	0	0	0	0	0	0	0	0
Mon - 02/28	29	0	2	0	0	0	0	0
Tue - 03/01	7	0	0	0	1	0	0	0
Wed - 03/02	3	0	1	0	3	0	0	0
Thu - 03/03	14	0	0	0	0	1	0	0
Fri - 03/04	19	0	0	0	1	0	0	0
Sat - 03/05	12	1	1	0	0	0	0	0
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	30	0	1	0	1	0	0	0
Tue - 03/08	8	0	4	0	0	0	0	0
Wed - 03/09	11	0	0	0	0	0	0	0
Thu - 03/10	9	0	0	0	1	0	0	0
Fri - 03/11	11	0	0	0	0	0	0	0
TOTALS	156	1	9	0	6	1	0	0
Daily Average	13.0	0.1	0.8	0.0	0.5	0.1	0.0	0.0

Signature of Person Making Count.

KJR8C0

Printed Name:

KJR8C0

Date:

03/12/11



02/24/2011

OIC/POSTMASTER

SUBJECT: MASONVILLE Post Office

Please provide the names and addresses of businesses, religious institutions, civic organizations, and local government offices, and schools that are served by the MASONVILLE Post Office. The list of businesses should include small, part-time and in-home businesses, as well as public institutions, such as schools, police departments, etc; religious institutions and businesses physically located outside the community that use retail services on a routine basis at the MASONVILLE Post Office. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box, general, and street delivery customers served by the office. Return all documents to KAREN LENANE by 03/10/2011. This information will be entered into the official record for public viewing.

Post Office Box	<u>26</u>
General Delivery	<u>0</u>
Rural Route (RR)	<u>0</u>
Highway Contract Route (HCR)	<u>0</u>
Intermediate RR	<u>0</u>
Intermediate HCR	<u>0</u>
City Delivery	<u>0</u>
Total Customers	<u>26</u>

If you have any comments on alternate means of providing services to the MASONVILLE customers, please provide them below:

Apex Custom Countertops - PO Box 103 - Masonville IA 50654 City of Masonville - PO Box 135 - Masonville IA 50654 LaBudde Group Inc - PO Box 136 - Masonville IA 50654 Hub City Brewing Co - 11352 40th St - Stanley IA 50671 Houlihan Sanitation Service - 721 E Main St - Manchester IA 52057 Chuck's Repair - Charles Savago - 1034 220th St - Masonville IA 50654 Auto Center Inc - John Crock - 130 Winslow Dr - Manchester IA 52057 Delaware County Sheriff - PO Box 116 - Manchester IA 52057 Three Star Printing - Craig Starr - 600 110th Ave - Masonville IA 50654 Good Neighbor Home - Business Office - 105 McCarren Dr - Manchester IA 52057 R Place - Chuck & Barb Rettinger - 700 110th Ave - Masonville IA 50654

KAREN LENANE
Post Office Review Coordinator

Comments:

Eliminate current 7 rural mailboxes located on Barrett St (main street of Masonville). Install an agreed upon centrally located cluster box unit to serve these 7 rural route customers and all current PO Box customers. This would greatly improve Masonville's small town appearance, create easier

BUCKET NO.

1372105-50654

1001

snow removal for the snowplow driver in winter and make it easier for the rural carrier to deliver-- 13b
mail all in one stop instead of several short repeated stops that he has been doing.

cc: Official Record



03/09/2011

John LeClere – Delaware County Sheriff
PO Box 116
Manchester, IA 52057

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the MASONVILLE Post Office, 50654 - 8533, located in Delaware County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date.

Thank you for your assistance in this matter

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC

Enclosure: Return Envelope

Nbr records of mail theft or vandalism: 0

Comments/Findings:

No records found

John A. LeClere
Delaware County Sheriff

cc: Official Record

02/23/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the MASONVILLE Post Office, 50654 - 8533, located in Delaware County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please enter your findings in the yellow blocks below. Once complete please click submit. You can print from above. Signatures are captured electronically.

Thank you for your assistance in this matter

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC

NBR records of mail theft or vandalism: 3

Comments/Findings:

cc: Official Record

Post Office Survey Sheet

Docket: 1372105 - 50654

Items Nbr: 15

Page Nbr: 1

Post Office Survey Sheet

Post Office Name MASONVILLE ZIP+4 50654-8533
 Congressional District 1A-01 Date 03/21/2011

- List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.

NA - Management Initiated Study

- Is the facility accessible to persons with disabilities? ☒ Yes ☐ No

- Lease terms? 30-day cancellation clause? Fixed - no termination clause

- Are suitable alternate quarters available for an independent Post Office? If so, where?

NA - Management Initiated Study

- List potential CPO sites.

NA - CPO not being sought

- Are there any postage meter customers or permit mailers? ☐ Yes ☒ No

If yes, please identify them by name and address.

- Which career and noncareer employees will be affected and what accommodations will be made for them?

1 PMR who is currently the OIC who will be reassigned or terminated.

- How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?

Rural carrier brings in mail at 11:00 am. The star Route Truck picks up at 4:45 pm. Collection box will not be retained. Lock pouch will no longer be utilized once the discontinuance is set.

How Post Office boxes are installed? 60

How Post Office boxes are used? 26

What are the window service hours? 12:00 - 16:15 M-F

11:30 - 12:45 S

What are the lobby hours? 12:00-16:30 M-F

11:30-13:00 S

- Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.

minimal. 3 cases reported within the past year.

Post Office Survey Sheet (continued)

Doclet: 1372105 - 50621

Page Nbr: 15

Page Nbr: 2

10.	What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)?	
	none	
11.	Last potential CBU/parcel lockers sites and distances from present Post Office site. City office site if proposed. Not being sought at this time.	
12.	Are there any special customer needs? (People who cannot read or write, who cannot drive, who have infirmities or physical handicaps, etc.) How can these people be accommodated?	
	None	
13.	Rural delivery/MCR delivery.	
a.	What is current evaluation?	2.65
b.	Will this change result in the route being overburned?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If so, what accommodations will be made to adjust the route?	
c.	How many boxes and miles will be added to the route?	26, box 0 Miles
d.	What would be the additional annual expense if the route is increased?	2748
e.	What is the one-time cost of CBU/parcel locker installation (if appropriate)?	0
f.	At what time of the day does the carrier begin delivery to the community?	11:00
	Will this delivery time be affected if the office is discontinued? (Y or N)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If so, how?	0
14.	Are the Post Office box fees at the facility that will provide alternative service different from those at the office to be discontinued? If so, how (Cost)? <input type="checkbox"/> More <input type="checkbox"/> Same <input checked="" type="checkbox"/> Less	
	Masonville Group fee is 6 and Winthrop Group fee is 7.	

Community Survey Sheet

Docket, 1372105 .. 30654
Page Nbr: 16

Community Survey Sheet

Post Office Name	<u>MASONVILLE</u>	ZIP+4	<u>50654-8533</u>
Congressional District	<u>1A-01</u>	Date	<u>03/02/2011</u>

1. Incorporated? ☒ Yes ☐ No

Local government provided by:	<u>Mayor and Council</u>
Police protection provided by:	<u>Delaware County Sheriff</u>
Fire protection provided by:	<u>Masonville Fire Department</u>
School location:	<u>West Delaware - Manchester</u>
2. What population growth is expected? (Please document your source)
None - Facilities planning website and current OIC
3. What residential, commercial, or business growth is expected? (Please document your source)
None- Facilities planning website and current OIC
4. History. (Are there any special historical events related to the community?
Are there any special community events to consider?
Is the Post Office facility a state or national historic landmark (see ASM 515.23)?
Check with the field real estate office when verification is needed.)
none
5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?
Retirees, Self-employed.
6. Which nonpostal services are provided by the Post Office (e.g., public bulletin board, school bus stop, community meeting location, voting place, government form distribution center.
Do employees of the office offer assistance to senior citizens and handicapped)?
What provisions can be made for these services if the Post Office is discontinued?
Bulletin board: Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town.

Rural Route Cost Analysis Form

Docket: 1372105 - 50654
Page Nbr: 17a

Rural Route Carrier Estimated Cost for Alternative Replacement Service

Office Name: MASONVILLE

Office Zip+4: 50654 -8533

District: HAWKEYE PFC

1. Enter the number of additional boxes to be added to the rural route

26

2. Enter the number of additional miles to be added to the route

0.00

Total (additional boxes x volume factor) 68.90

3. Enter the number of additional boxes to be added to the rural route

26

Centralized boxes

0.00

x 1.00 Min

0.00

Regular L route boxes

0.00

x 1.82 Min

0.00

Regular Non-L route boxes

26.00

x 2.00 Min

52.00

Total additional box allowance 52.00

4. Enter the number of additional daily miles to be added to the rural route

0.00

x 12 Mileage Standard

0.00

Total additional minutes per week (miles carried to two decimal places) 120.90

5. Total additional annual minutes (additional minutes per week year)

120.90

x 52 Weeks

6,286.80

6. Total additional annual hours (additional annual minutes/ 60 minutes per hour)

6,286.80

/ 60 Minutes

104.78

7. Enter the rural cost per hour (see national payroll summary report – rural carrier, consolidated)

34.88

Total Annual Cost (additional annual hours x rural cost per hour) 3,654.73

8. Enter lock pouch allowance (if applicable)

906.88

Total annual cost for alternate service (annual cost minus lock pouch allowance) 2,747.85

U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet				1. Date Prepared 03/21/2011																								
2. Post Office Name MASONVILLE		3. State and ZIP + 4 Code IA, 50654-8533																										
4. District, Customer Service HAWKEYE PFC	5. Area, Customer Service WESTERN	6. County Delaware	7. Congressional District IA-01																									
8. Reason for Proposal to Discontinue Study for discontinuance request based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means		9. PO Emergency Suspend (Reason and Date) No Suspension		10. Proposed Permanent Alternate Service																								
11. Staffing		12. Hours of Service																										
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: was promoted Occupied 08/19/2006 b. <input checked="" type="checkbox"/> OIC <input type="checkbox"/> Career <input type="checkbox"/> Non-Career c. Current PM POSITION Level (150): EAS-53 Downgraded from EAS-53 d. No. of Clerks: 0 No. of Career: 0 No. of Non-Career: 0 e. No. of Others: 0 No. of Career: 0 No. of Non-Career: 1		a. Time M-F 12:00 - 16:15 Sat 11:30 - 12:45 Total Window Hours Per Week a. Lobby Time M-F 12:00-16:30 Sat 11:30-13:00 22:50																										
13. Number of Customers Served		14. Daily Volume (Pieces)																										
a. General Delivery 0 b. P.O. Box 26 c. City Delivery 0 d. Rural Delivery 0 e. Highway Contract Route Box 0 f. Total 26 g. No. Receiving Duplicate Service 1 h. Average No. Daily Transactions 630		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Types of Mail</th> <th>Received</th> <th>Dispatched</th> </tr> </thead> <tbody> <tr> <td>a. First-Class</td> <td>48</td> <td>15</td> </tr> <tr> <td>b. Newspaper</td> <td>18</td> <td>0</td> </tr> <tr> <td>c. Parcel</td> <td>1</td> <td>0</td> </tr> <tr> <td>d. Other</td> <td>0</td> <td>0</td> </tr> <tr> <td>e. Total</td> <td>68</td> <td>15</td> </tr> <tr> <td>f. No. of Postage Meters</td> <td></td> <td>0</td> </tr> <tr> <td>g. No. of Permits</td> <td></td> <td>0</td> </tr> </tbody> </table>			Types of Mail	Received	Dispatched	a. First-Class	48	15	b. Newspaper	18	0	c. Parcel	1	0	d. Other	0	0	e. Total	68	15	f. No. of Postage Meters		0	g. No. of Permits		0
Types of Mail	Received	Dispatched																										
a. First-Class	48	15																										
b. Newspaper	18	0																										
c. Parcel	1	0																										
d. Other	0	0																										
e. Total	68	15																										
f. No. of Postage Meters		0																										
g. No. of Permits		0																										
Finances: a. FY 2008 2009 2010		Receipts \$ 10,994 \$ 13,365 \$ 12,731	b. EAS Step 1 PM Basic Salary (no Cola) \$ 15350	c. PM Fringe Benefits (33.5% of b.) \$5,142																								
15a. Quarters																												
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (if Leased, Expiration Date) 02/28/2013 Annual Lease \$ 3300 30-day cancellation clause? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Evicted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must vacate by) Located in <input type="checkbox"/> Business <input type="checkbox"/> Home <input checked="" type="checkbox"/> Other Suitable alternate quarters available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																												
15b. Explain																												
17. Schools, Churches and Organization in Service Area City of Masonville No. 1		19. Administrative/Emanating Office (Proposed) Name WINTHROP PO EAS Level 16 Miles Away 9.0 Window Service Hours: M-F 08:00-11:30 13:30- SAT none Lobby Hours: M-F 24 hours SAT 24 hours PO Boxes Available 108																										
18. Businesses in Service Area Apex Custom Countertops, LaBudda Group Inc, Chuck's Repair, Three Star Printing Home R. Place No. 5		20. Nearest Post Office (if different from above). Name MANCHESTER PO EAS Level 18 Miles Away 9.0 Window Service Hours: M-F 08:00-12:30 13:30- SAT 09:00-12:00 Lobby Hours: M-F 6:45-17:00 SAT 6:45-15:00 PO Boxes Available 142																										
21. Prepared by																												
Printed Name and Title SARA LINDAUER		Signature SARA LINDAUER		Telephone No., AC () (319) 399-2902																								
PO Discontinuance Coordinator Name KAREN LENANE		Telephone No., AC () (319) 399-2902		Location CEDAR RAPIDS, IOWA																								



A. Office

Name: MASONVILLE State: IA Zip Code: 50654
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-01 County: Delaware
EAS Grade: 53 Finance Number: 185769
Post Office: ☒ Classified Station: ☐ Classified Branch: ☐ CPO: ☐

This form is a place holder for number 19

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 03/22/2011
Fax No: (319) 399-5502

03/02/11

OIC/POSTMASTER

SUBJECT: MASONVILLE Post Office

Enclosed are questionnaires addressed to customers of the MASONVILLE Post Office. I have also enclosed additional copies of the questionnaires for any retail or other customer who wishes to complete one. Please furnish these questionnaires to retail customers upon request. All completed forms should be forwarded to my office by 03/18/11 for further review.



Karen Lenane
Post Office Review Coordinator
Enclosures



03/02/2011

Dear Postal Service Customer:

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The postmaster at the MASONVILLE Post Office was promoted on 08/19/2006. A review of the business activities of the Post Office revealed that the office workload had declined. This reduced workload suggests that the maintenance of an independent office at MASONVILLE may not be warranted.

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services by a rural carrier emanating from the WINTHROP PO.

We estimate that carrier service would cost the Postal Service substantially less than maintaining the Post Office in your community and still provide regular and effective service. Enclosed is information about some of the services available from the carrier. Retail services are also available at the MANCHESTER PO located 9.0 miles away. Hours of service at this office are 09:00 to 16:30, Monday through Friday, and 09:00 12:00 on Saturday. Post Office box service is available at this location.

I invite you to think about a possible change to rural carrier service. Please return the enclosed questionnaire by 03/17/2011 using the pre-addressed envelope provided or at the community meeting.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the Masonville Community Room at the Fire Department on 03/17/2011 from 6:00 pm to 7:00 pm to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time.

If you have any questions, you may call Karen Lenane at (319) 399-2902.

Thank you for your assistance.

Sincerely,

THOMAS ALLEN
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998

Enclosures:
Questionnaire and return envelope
Summary of Post Office Change Regulations
Carrier delivery information



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Masonville Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other postal services:

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| a. Entering permit mailings | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Resetting/using postage meter | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Nonpostal Services

- | | | |
|--|------------------------------|-----------------------------|
| a. Picking up government
forms (such as tax forms) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Using for school bus stop | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Assisting senior citizens,
persons with disabilities, etc. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes, please explain: _____

- | | | |
|--------------------------------|------------------------------|-----------------------------|
| d. Using public bulletin board | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e. Other | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes, please explain: _____



-2-

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

Yes ☐

No ☐

If yes, which offices: _____

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service would compare with your present service?

Better ☐

Just as Good ☐

No Opinion ☐

Worse ☐

Please explain: _____

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping ☐ _____

Personal needs ☐ _____

Banking ☐ _____

Employment ☐ _____

Social needs ☐ _____

5. Do you currently use local businesses in the community?

Yes ☐

No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☐

No ☐

Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

Please add any additional comments on a separate piece of paper and attach it to this form.
Thank you for taking the time to complete this questionnaire.



**POST OFFICE ON WHEELS
SERVICES AVAILABLE FROM RURAL AND
HIGHWAY CONTRACT ROUTE CARRIERS**

You can eliminate almost all trips to the Post Office, because doing business with the Postal Service is as close as your mailbox. The carrier can provide virtually all postal services to you, and most transactions do not require meeting the carrier at the mailbox. Some of the most frequently used services are:

MAILING PACKAGES

Carriers will accept packages at the mailbox without a customer being present, provided the postage is fully prepaid, and the customer is known to reside or conduct business at that collection point. The package **MUST** have a matching return address that is the same as the collection point. If postage has not been applied, estimate the amount of postage needed and leave the money in the mailbox. If insurance is desired, the value of the contents must be specified. The carrier will take the package to the Post Office, and it will be weighed to determine the appropriate rate. The package will be mailed that same day. The carrier will leave the customer's change and insurance receipt, if appropriate, in the mailbox on the next delivery day.

PURCHASING STAMPS BY MAIL

The Stamps by Mail program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, *Stamp Purchase Order (Rural)*, available from the Post Office or the carrier. Commemorative stamps and stamp-collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the United States Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the Post Office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as Certified, Registered, Express Mail, Delivery Confirmation, Signature Confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the Post Office during their absence. Upon return, the customer asks the Post Office to resume delivery.

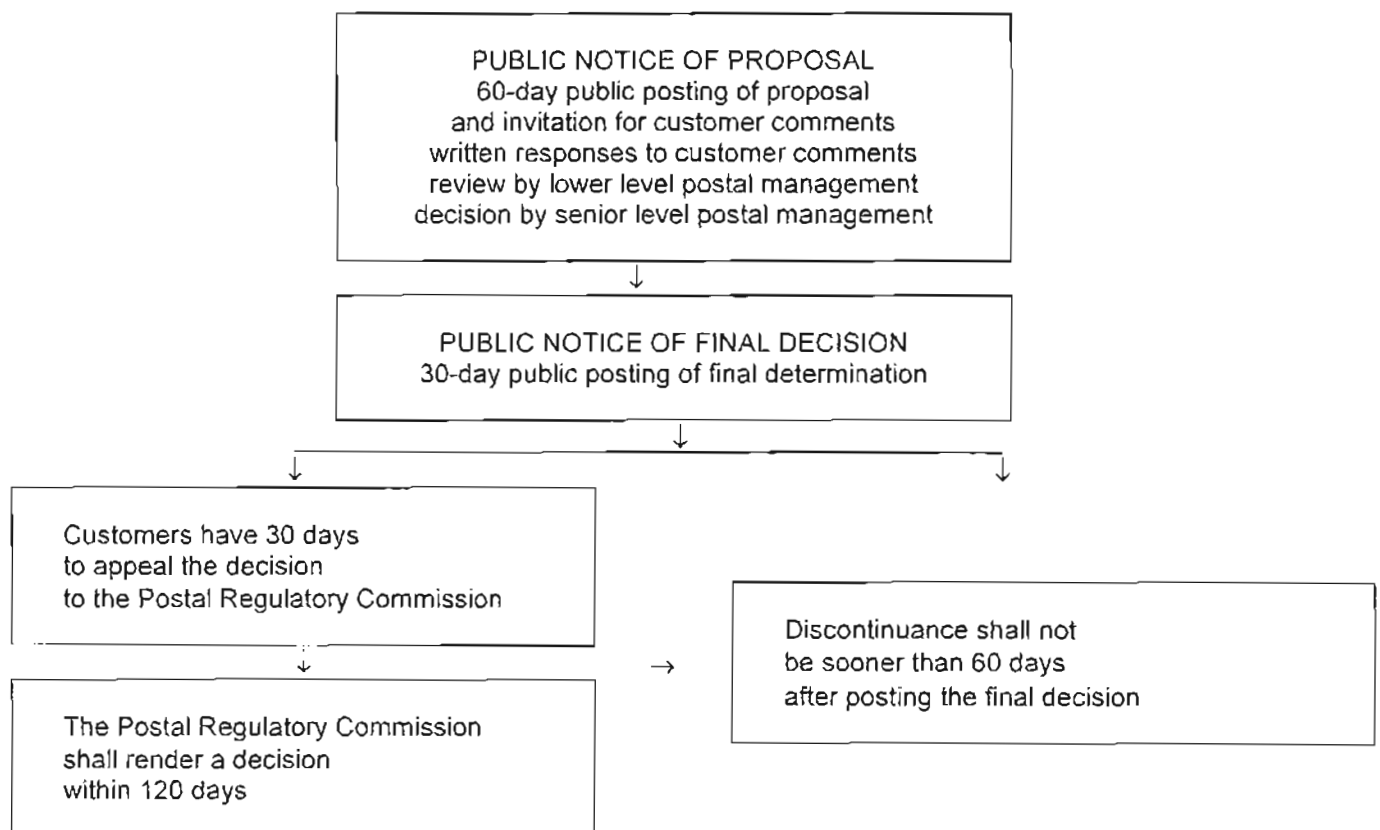
SUMMARY OF POST OFFICE CHANGE REGULATIONS

212

Certain regulations based on federal law apply when postal managers propose to replace a post office with an alternate form of postal service. These regulations are designed to ensure that the reasons for proposing such changes in postal service are fully disclosed at a stage when customers can make helpful contributions toward a final decision. The full text of the statutory regulations appears in Title 39, United States Code, Section 404(b), while the implementing regulations appear in Title 39, Code of Federal Regulations, Part 241.3.

An initial investigation and any subsequent formal proposal to discontinue a post office originate with postal field managers responsible for post offices in that area. The proposal must explain the services recommended as substitutes and the rationale that supports this recommendation. The written proposal is prominently posted for 60 days at affected post offices, along with an "Invitation for Comments," which formally invites customer comments. At the end of the 60-day comment period, additional review is made at lower and upper levels of postal management.

When a final decision is made at Postal Headquarters in Washington, DC, that decision is posted in affected post offices for 30 days, during which customers may appeal the decision to the Postal Regulatory Commission in Washington, DC. The Postal Regulatory Commission has 120 days to consider and decide an appeal. Even without an appeal, no post office may be closed sooner than 60 days after the public posting of the final decision.



Postal Service Customer Questionnaire Analysis

Questionnaires were distributed to all delivery customers of the MASONVILLE Post Office on 03/02/2011. Additionally, during the survey period, questionnaires were available at the MASONVILLE Post Office to walk-in retail customers.

1. Number of Questionnaires

Total questionnaires distributed	30
Favorable to proposal	0
Unfavorable to proposal	7
Expressing no opinion	11
Total questionnaires received	18

Postal Concerns

The following postal concerns were expressed

- Concern (No Opinion):
 1. Customers said they would miss the special attention and assistance provided by the personnel at the Masonville Post Office.
 Response:
 You have stated that the Post Office is a community center that checks on its residents. Courteous and helpful service will be provided by personnel at the Winthrop Post Office and from the carrier. Special assistance will be provided as needed.
- Concern (No Opinion):
 2. No Concern
 Response:
- Concern (Unfavorable):
 3. Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages
 Response:
 You expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
- Concern (Unfavorable):
 4. Customers express that they will miss the convenience of getting their mail at the Post Office, buying stamps, and having a secure mailbox.
 Response:
 You have stated that you will miss the convenience of getting your mail at the Post Office, buying stamps at the Post office, and having a secure mailbox. Although we cannot promise that obtaining services through the carrier will be as convenient as having a Post Office facility in the community, we can state that the carriers can perform many functions that will prevent any need to go to a post office. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier.

Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The

carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

5. Concern (Unfavorable):

Customers expressed concern regarding the Postal Service's efforts to be more productive.

Response:

You have stated that the Postal Service need to eliminate "bean counters" and be more productive. The Postal Service is doing everything possible to reduce costs and save money — this will involve consolidating operations wherever possible. In fiscal year 2010, the Postal Service cut spending by \$3 billion, bringing total cost savings over the last three years to \$9 billion. By consolidating operations, adjusting delivery routes and restructuring administrative and processing functions, the Postal Service is adapting to meet the evolving needs, demands and activities of our customers.

6. Concern (Unfavorable):

Customers were concerned about a change of address

Response:

You expressed a concern about a change in address. Customers will be assigned a 911 address. The new address will continue to use the community name and ZIP Code. Mail will be forwarded in accordance with postal regulations, and change of address forms are available from the Postal Service to assist customers in notifying correspondents of the change.

7. Concern (Unfavorable):

Customers were concerned about mail security

Response:

You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

8. Concern (Unfavorable):

Customers were concerned about mail security

Response:

You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose. Also, consideration is currently being given to the possibility of installing cluster box units if enough interest warrants. Cluster Box Units are individually locked mail compartments installed and maintained by the Postal Service.

9. Concern (Unfavorable):

Customers were concerned about obtaining services from the carrier

Response:

You were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

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HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the

post office during their absence. Upon return the customer asks the post office to resume delivery.

- 10 Concern (UnFavorable).
No Concern
Response

1372165-50659

Nonpostal Concerns

230

The following nonpostal concerns were expressed

1. Concern (No Opinion):
Customers stated that they use the bulletin board for information on community announcements.
Response:
You have stated that you use the bulletin board to gain information about community announcements. Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town.
2. Concern (UnFavorable):
Customers were concerned about the loss of a gathering place and an information center
Response:
You have stated that you use the bulletin board at the Masonville Post Office. Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town.
3. Concern (UnFavorable)
Customers were concerned about the loss of a gathering place and an information center.
Response:
You have stated that you use the bulletin board at the Masonville Post Office. Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town.

1372105-50654

24



Community Meeting Roster

Postal Service Representatives (Names and Titles):

Date: 3/17/2011

Sara Lindauer - Post Office Review Investigator

Time: 6:00

Tom Allen - Post Office Operations Manager

Lee Ann Cusick - Officer in Charge Winthrop Post Office

Lou Ann March - Officer in Charge Masonville Post Office

Total Number of Customers Present: 16 Place: Masonville Community Room - Masonville Fire Department

This document may become a part of the official record that will be available for public viewing.

Names of Customers Present:

Name	Mailing Address (optional)	ZIP Code	Phone Number
Bud Rottenger		50654	563-927-2557
Rita Miller			319-343314
Chuck Rottenger		50654	563-927-2557
Louville Brewer		50654	563-927-4116
Tom Quigga	P.O. Box 123	50654	563-927-6809
Kathy Martin	Box 171	50654	563-927-5110
Jean Riser	800 110 th Ave.	50654	563-927-2567
Jack Riser	800 110 th Ave	50654	563-927-2567
Bill Alden	P.O. Box 124	50654	563-608-2752
Kenn & Kathy Clemen	P.O. Box 165	50654	563-927-3052
Fran Gooden		50654	319-521-5310
Bruce Rine-Rosen	P.O. Box 113	50654	563-927-5068
Kylie Marting	P.O. Box 113	50654	563-927-3948
Jay Alder	P.O. Box 134	50654	563-927-4116
Herna Weber	Box 134	50654	563-927-4881
Randy Frostress	P.O. Box 163	50654	563-927-6427

Postal Service Customer Community Meeting Analysis

(categorize customer concerns as postal or nonpostal and provide the Postal Service response for each.)

Postal Concerns

- Concern (UnFavorable):**

1. Customers were concerned about neighboring Post Offices being closed for lunch and not being able to obtain postal services.

Response:
Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
- Concern (UnFavorable):**

2. Customers questioned why we did not fill the postmaster vacancy when it became vacant in 2006.

Response:
Post Offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means. Since workload has been declining in the Postal Service over that last few years, the Postal Service has not filled positions in many offices due to hiring freezing. Positions were left open to allow the Postal Service more flexibility in determining a more cost effective means of providing Postal Services throughout the organization.
- Concern (UnFavorable):**

3. Customers questioned why certain mail pieces were delayed.

Response:
Mailpieces travel on a certain network depending on its class. A mailpiece that is dropped at a neighboring Post Office may travel on a different network. As a result, the arrival time for that mailpiece may be different.
- Concern (UnFavorable):**

4. Customers questioned as to why they could not keep their PO Box address if mail was received in cluster box units.

Response:
PO Box addresses are only reserved for addresses of PO Boxes in Post Office facilities. Cluster box units are not considered a Post Office facility and therefore do not qualify for PO Box addressing.
- Concern (UnFavorable):**

5. Customers were concerned about later delivery of mail.

Response:
A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.
- Concern (UnFavorable):**

6. Customers were concerned about senior citizens.

Response:
You expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to roadside mailboxes or CBUs. Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.
- Concern (UnFavorable):**

7. Customers expressed concern for those customers with disabilities who are not able to go to the administrative office Post Office to pick up their mail.

Response:
Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located or cluster box unit close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any

request for a change in delivery method must be submitted in writing to the administrative postmaster

8. **Concern (UnFavorable):**

Customers were concerned about the inconsistent delivery times of the rural carrier.

Response:

The Postal Service strives to keep delivery times predictable. However, there are circumstances such as high mail volumes and weather conditions that are beyond the control of the carrier that prevents same time delivery each day. The Postal Service apologizes for any inconvenience that this may cause.

9. **Concern (UnFavorable):**

Customers are concerned that the Postal Service is not focusing on other areas to cut expenses.

Response:

Since the realization that mail volumes were beginning to drop, the Postal Service has been successful in cutting expenses to the degree of 9 billion dollars over the past three years. These cuts are the result of a widespread effort throughout the organization which includes but not limited to wage freezing, route consolidations, plant closings, and matching workhours to workload.

10. **Concern (UnFavorable):**

Customers were concerned about obtaining services from the carrier.

Response:

Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

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HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

11. **Concern (UnFavorable)**

Customers questioned the economic savings of the proposed discontinuance.

Response:

Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates an positive annual savings.

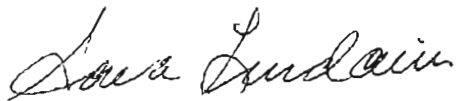
Nonpostal Concerns

Memo to the record

3/22/2011

Re: Community Meeting Letter

The questionnaire letter and the community meeting letter were combined into one letter as seen in item 21. No need to have another community meeting letter.



Sara Lindauer
Post Office Review Investigator



Memo to the record

3/22/2011

Re: Petition and Postal Reponse

The there were no petitions submitted to date for the Masonville Post Office.

A handwritten signature in cursive script that reads "Sara Lindauer".

Sara Lindauer
Post Office Review Investigator



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1

City of Masonville

The USPS is trying to close our post office. At a meeting that was to be a fact finding meeting they made four different references to it being closed. I asked them about it and they said they hadn't made up their minds yet. ~~Mr. Richardson~~ ^{Lynch} started the meeting and turned it over to Tom Allen. They said they were going to save \$16,000 by closing the Masonville Post Office. I asked for the detailed figures and they said they would be available in a packet later. Keva was to write down all questions we asked when I noticed she wasn't I asked her to read what she had wrote down, but she wouldn't because she wasn't writing anything down. When I pressed for answers from Tom Allen on the financial part I interrupted him a few times and he said he was going to leave, and I told him to go ahead and go. During a conversation he had asked if I was a business man and I told him no I am a labor. He asked me where I shop, buy gas, and work. I told him in Manchester because Masonville doesn't offer these options. I knew he was trying to lead me into telling me that I can do my postal business at the Manchester Post Office. The Masonville Post Office is the only one in approximately twenty mile radius that is open at the noon hour where working people can go on lunch hour. The two post offices they are recommending us to go to are closed during the noon hour they said they may have to reassign some hours at those offices. I want to know how much additional cost will be involved with those changes. The Masonville Post Office is on reduced hours right now with the postal employee making approximately \$10,000 a year. The rent for the building is between \$2,400 and \$3000 a year. Utilities run approximately \$3000 a year. The lease on the current building is good until February 2013, and cannot be bought out early. Why would they close the post office before the lease is up and waste the money. If they are trying to save money I heard the post office in Winthrop and Aroua the rents there are between \$2000-\$4000 per month compared to our \$2000-\$3000 per year. Why wouldn't they move some of this mail to Masonville as it's within a twenty mile radius. There will be only a small savings if any because I have heard from postal employee that the Winthrop's post masters salary will increase along with the rural carrier bringing the mail to Masonville so where is their big cost savings on closing my post office. Any help you can give us on this matter will be greatly appreciated.

Bill Alden-Mayor

563-608-2752



Please complete this form and return to:

Senator Charles E. Grassley
180 1st Avenue, NE, Suite 325
Cedar Rapids, Iowa 52401
Phone: 319-363-6832
FAX: 319-363-7179

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CONSENT FOR RELEASE OF PERSONAL RECORD INFORMATION

The Privacy Act of 1974 limits the disclosure of personally identifiable records by federal executive agencies, absent permission from the person involved.

Accordingly, to facilitate my constituent casework request, I, the undersigned, hereby authorize Senator Charles E. Grassley and employees in his office to receive information in my file on my behalf.

City of Masonville
Name (please print)

Spouse name (if applicable)

Bill Jarden Mayor
Signature

Signature

Social Security Number

Social Security Number

3-18-11
Date

Date

Date of Birth

Date of Birth

Address: Gordon St
Masonville Ia

Address:

563-608-2752
Phone (daytime)

Phone (daytime)

Bill Jarden @ Iowa telecom.net
Email (if applicable)

Email (if applicable)

STATEMENT OF PROBLEM - In detail

"Please feel free to use additional sheets, if necessary"

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Charles E. Grassley

150 1st Avenue NE

Suite 325

Cedar Rapids, IA 52401

Phone: 319/363-6832

Fax: 319/363-7179

Facsimile Cover Sheet

To: *Marie Therese Dominguez*

From: *Gredelchuster*

Fax Number: *202 - 268 - 6310*

Subject: *Possible PO closing*

Date: *24 Mar. 2011*

Number of Pages (Including Cover): *4*

COMMENTS.

MAR. 24. 2011 4:22PM

SENATOR GRASSLEY CDR

NO. 0936 F. 2

Reply To:

- ☐ 135 HART SENATE OFFICE BUILDING
WASHINGTON, DC 20510-1501
(202) 224-3744
g.mbl@grassley.senate.gov/contact.cfm
- ☐ 221 FEDERAL BUILDING
210 WALNUT STREET
DES MOINES, IA 50309-2140
(515) 281-1145
- ☐ 150 1ST AVENUE NE
SUITE 325
CEDAR RAPIDS, IA 52401
(319) 362-6832

United States Senate

CHARLES E. GRASSLEY

WASHINGTON, DC 20510-1501

Reply To:

- ☐ 103 FEDERAL COURTHOUSE BUILDING
320 8TH STREET
SIOUX CITY, IA 51101-1244
(712) 233-1862
- ☐ 310 WATERLOO BUILDING
531 COMMERCIAL STREET
WATERLOO, IA 50701-5497
(319) 232-6657
- ☐ 131 WEST 3RD STREET
SUITE 180
DAVENPORT, IA 52801-1419
(663) 322-4231
- ☐ 307 FEDERAL BUILDING
8 SOUTH 8TH STREET
COUNCIL BLUFFS, IA 51501-1264
(712) 322-7102

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March 24, 2011

Ms. Marie Therese Dominguez
Vice President of Governmental Relations
U.S. Postal Service
475 L'Enfant Plaza, SW, Room 10804
Washington, DC 20260-3500

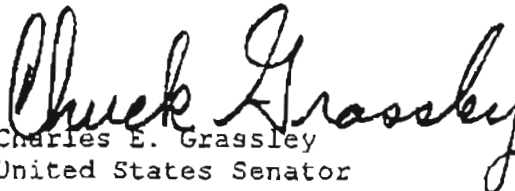
Dear Ms. Dominguez:

Enclosed is a completed privacy release received from Bill Alden, Mayor of Masonville, IA. I believe you will find his information self-explanatory.

I would appreciate it if you would look into this matter and advise me so I may respond to Mr. Alden. Please respond to the attention of Fred Schuster in my Cedar Rapids office.

Thank you for your attention to my request.

Sincerely,


Charles E. Grassley
United States Senator

CEG/fws
Enclosure

RANKING MEMBER,
FINANCE

Committee Assignments:

BUDGET
JUDICIARY
AGRICULTURE

CO-CHAIRMAN,
INTERNATIONAL NARCOTICS
CONTROL CAUCUS

PRINTED ON RECYCLED PAPER

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April 12, 2011

The Honorable Charles E. Grassley
United States Senator
150 1st Avenue, NE, Suite 325
Cedar Rapids, IA 52401-1115

Dear Senator Grassley:

This responds to your March 24 correspondence on behalf of Masonville Mayor Bill Alden, regarding the Masonville Post Office.

Thank you for sharing Mayor Alden's comments. I recognize your interest in ensuring that all of your constituents continue to have convenient access to essential postal services. As you are aware, the U.S. Postal Service is a self-supporting agency that funds its operations from the revenue generated by the sales of our products and services—not taxpayer subsidies received through the Congressional appropriations process. To our great concern, the Postal Service is experiencing significant financial challenges related to declining mail volumes and revenue. Despite cost-cutting efforts resulting in \$9 billion in cost savings over the past two years, the Postal Service ended fiscal year 2010 with a net loss of \$8.5 billion. First-Class Mail volume continues to decline, with year-over-year declines of 6.6 percent in 2010, 8.6 percent in 2009, and 4.8 percent in 2008. This trend is particularly disturbing as First-Class Mail, our most profitable product, generates more than half of total revenue. The recent recession, continuing economic pressures, and the migration of mail to electronic media continue to adversely impact mail volumes and operating revenues; consequently, our forecasts for 2011 continue to appear dim.

In the face of such difficulties, the Postal Service is pursuing solutions and strategies to mitigate the impact. Efforts have focused on improving efficiencies and making sure the processing and delivery networks are as streamlined as possible through such activities as mail processing consolidations and carrier route adjustments. We are also moving to better align our facility network to match today's community activity and usage.

Although the Postal Service is conducting a review of postal operations at the Masonville Post Office, the review process is ongoing and no final decision has been made to discontinue the office. You can be assured that postal officials are devoting careful attention and effort to this review and customers will be notified in advance of any changes that may affect service in their area. Before a Post Office can be closed, our field managers must provide every opportunity for customers to voice their opinions and air their concerns. Masonville customers were sent a questionnaire on March 2 soliciting their feedback. It was delivered directly to Post Office box holders and made available at the Masonville Post Office for all other customers. In addition, a community meeting was held on March 17 at the Masonville Community Room located at the Fire Department for customers to express their opinions and concerns.

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After studying the operations of the Masonville Post Office, evaluating the feedback received from customers, and considering the alternative delivery and retail service options, district officials determined that effective and regular retail and delivery service was more efficient through a rural carrier out of the Winthrop Post Office rather than retaining operations at Masonville. Once Hawkeye District officials issued a formal proposal to discontinue the Masonville Post Office, the written proposal was posted at that office on April 4, along with an invitation for customers to comment. As policy, a formal proposal is posted for 60 days. After the 60-day comment period, and upon additional review, if Postal Service Headquarters in Washington, D.C. makes a final determination to close the Masonville Post Office, that decision will be posted at that office for 30 days, during which customers may appeal the decision to the independent Postal Regulatory Commission. No Post Office may be closed sooner than 60 days after the public posting of the final decision. If an office is closed, the office name is retained for use in local mailing addresses to preserve community identity.

Please be assured that the Postal Service is working diligently to ensure that our Masonville customers continue to receive the best service possible.

Thank you for writing. If I can be of assistance with other postal issues, please let me know.

Sincerely,

(signed)

Sheila T. Meyers
Manager, Government Relations

Proposal Checklist

Section I

Responsiveness to Community Postal Needs

<u>✓</u>	Tell what we are doing and why.
<u>✓</u>	Is reason for discontinuance justified and documented in the record?
<u>na</u>	If suspended, what type of alternate service customers are now receiving?
<u>✓</u>	Reason for vacancy and information on postmaster/OIC
<u>✓</u>	Number of customers and type of service they received and will receive.
<u>✓</u>	Hours of service, daily window transaction average, number of permit mailers, and postage meter users.
<u>✓</u>	Last three fiscal years of revenue and revenue units.
<u>na</u>	Decline in service workload/reduction in EAS level, if appropriate.
<u>✓</u>	Nearest Post Office, office level, miles away, hours of service, number of Post Office boxes available.
<u>✓</u>	Administrative/emanating office — office level, miles away, hours of service, number of Post Office boxes available.
<u>✓</u>	If the nearby/administrative Post Office has a different Post Office box fee schedule, this is stated in the proposal.
<u>✓</u>	Preproposal activities — questionnaires: number of favorable, unfavorable and no opinion responses must equal the total number of questionnaires returned. List customer concerns and Postal Service responses.
<u>✓</u>	Community meeting. Number of customers who attended, customer concerns, and Postal Service responses.
<u>na</u>	Information on petitions and congressional inquiries included with Postal Service responses.
<u>na</u>	Revised proposal states dates and locations the proposal was posted for 60 days. Number of comments received, customer concerns and Postal Service responses.
<u>✓</u>	Advantages and disadvantages of proposed alternate service.
<u>✓</u>	Any other pertinent information concerning Postal Service needs.

Section II

Effect on the Community

<u>✓</u>	Brief background of area, community government, population, etc.
<u>✓</u>	Number of businesses, religious institutions, schools, local government offices, social organizations, etc.
<u>no</u>	Was Post Office used as meeting place?
<u>no</u>	Was Post Office a shelter for a bus stop?
<u>✓</u>	Did the Post Office have a public bulletin board?
<u>no</u>	Were government forms available at the Post Office?
<u>✓</u>	Did the Post Office provide assistance to senior citizens, persons with disabilities, etc.?
<u>no</u>	What is the historical value of the office?
<u>✓</u>	Is an address change necessary?
<u>✓</u>	Will the community identity be preserved?
<u>✓</u>	What are the growth trends (flat, up, down)?
<u>✓</u>	Were any other nonpostal items identified?

Section III

Effect on Employees

<u>✓</u>	Paragraph explaining about postmaster vacancy/OIC/other career and noncareer employees of the office. If a postmaster or other employees are reassigned this must be explained and tell whether the reassignments are voluntary.
----------	--

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Section IV

Economic Savings

A statement of annual savings includes a breakdown as follows:

Postmaster salary (EAS-53, Minimum, no COLA)

\$ 15350

Fringe benefits 33.5%

\$ 5142

Rental costs, excluding utilities

\$ 3300

Total annual costs

\$ 23792

Less estimated cost of replacement service

- 2748

Total annual savings

\$ 21044

A one-time expense of \$ 21044 will be/was incurred for installation of CBUs and parcel lockers.

Is postmaster salary based on the minimum salary without COLA?

Does postmaster salary reflect the current office evaluation?

Section V

Other Factors

The Postal Service has identified no other factors for consideration (if appropriate).

List other factors as appropriate.

Other factors when replacement service is a CPO.

Section VI

Summary

The proposal must include a brief summary that explains why the closing or consolidation is necessary and an assessment of how those factors supporting the need for change outweigh any negative factors. In taking competing considerations into account, the need to provide a maximum degree of effective and regular service must be paramount.

Section VII

Notices

Appropriate notice is made that this is a proposal and not a final determination. If a final determination is made to discontinue the office, information on the appeal process will be provided at that time.

Checklist Completed By:

Investigative Coordinator

3/22/11
Date

Reviewed and Certified By:

District PO Review Coordinator

3-22-11
Date



03/21/2011

SENIOR VICE PRESIDENT
GOVERNMENT RELATIONS AND PUBLIC POLICY
475 L'ENFANT PLAZA SW RM 10804
WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Close
the MASONVILLE Post Office
Docket No. 1372105

This is to advise you that on 04/04/2011, I will post for public comment a proposal to close the MASONVILLE Post Office in Delaware, Congressional District No. 1A-01.

If you have any questions, please call KAREN LENANE District Review Coordinator at (319) 399-2902.

GAIL DUBA
District Manager
HAWKEYE PFC District

cc: Manager, Customer Service Operations
Area Manager, Public Affairs and Communications

Enclosures: PS Form 4920
Proposal



03/22/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of
MASONVILLE Proposal
Docket No. 1372105 - 50654

Please post the enclosed proposal to close the MASONVILLE Post Office in the lobby. The proposal must be posted in a prominent place from 04/04/2011 through close of business on 06/05/2011. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date stamp it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in AS-353 Guide to Privacy and the Freedom of Information Act. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (319) 399-2902.

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC District

Enclosures: PS Form 4920
Proposal
Invitation for Comments
Comment Forms
Official Record

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Date of Posting: 04/04/2011

Date of Removal: 06/05/2011

UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE MASONVILLE, IA POST OFFICE AND ESTABLISH SERVICE BY RURAL ROUTE SERVICE

To the customers of the MASONVILLE Post Office:

The Postal Service is considering the close of the MASONVILLE Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 04/04/2011 through 06/05/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the MASONVILLE PO. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

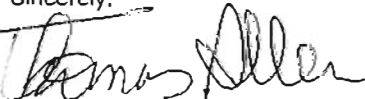
Please return the comment form to:

KAREN LENANE
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

Sincerely,



THOMAS ALLEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Masonville, IA Post Office and provide delivery and retail services by Rural Route Service under the administrative responsibility of the Winthrop Post Office, located nine miles away.

The postmaster position became vacant when the postmaster was promoted on August 19, 2006. An employee from a neighboring office may be installed as the temporary officer-in-charge (OIC). Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The Office is being studied for possible closing or consolidation due to the following reasons: Study for discontinuance request based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.

The Masonville Post Office, an EAS-53 level, provided service from 12:00 - 16:15 Monday - Friday 11:30 - 12:45 Saturday and lobby hours of 12:00-16:30 on Monday - Friday and 11:30-13:00 on Saturday to 26 Post Office box customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged six transaction(s) accounting for seven minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$10,994 (29 revenue units) in FY 2008, \$13,365 (35 revenue units) in FY 2009, and \$12,731 (33 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On March 17, 2011, representatives from the Postal Service were available at the Masonville Community Room at the Fire Department to answer questions and provide information to customers. 16 customer(s) attended the meeting.

On March 02, 2011, 30 questionnaires were distributed to delivery customers of the Masonville Post Office. Questionnaires were also available over the counter for retail customers at the Masonville Post Office. 18 questionnaires were returned. 0 responses were favorable, 7 unfavorable, and 11 expressed no opinion regarding the proposed alternate service.

If this proposal is implemented, delivery and retail services will be provided by the Winthrop Post Office, an EAS-16 level office. Window service hours at the Winthrop Post Office are from 09:00-11:30 13:30 - 16:30, Monday through Friday, and none on Saturday. There are 108 post office boxes available.

Retail service is also available at the Manchester Post Office an EAS-18 level office, located nine miles away. Window service hours at Manchester Post Office are from 09:00-12:30 13:30 - 16:30, Monday through Friday and 09:00 12:00 on Saturday. There are 142 post office boxes available for rent.

The following concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, on the petition, and from the congressional inquiry:

- | | |
|--------------------|--|
| 1. Concern: | Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages |
| Response: | The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. |
| 2. Concern: | Customers express that they will miss the convenience of getting their mail at the Post Office, buying stamps, and having a secure mailbox. |
| Response: | Although we cannot promise that obtaining services through the carrier will be as convenient as having a Post Office facility in the community, we can state that the carriers can perform many functions that will prevent any need to go to a post office. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them. |

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

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PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

3. Concern:

Customers expressed concern regarding the Postal Service's efforts to be more productive.

Response:

The Postal Service is doing everything possible to reduce costs and save money — this will involve consolidating operations wherever possible. In fiscal year 2010, the Postal Service cut spending by \$3 billion, bringing total cost savings over the last three years to \$9 billion. By consolidating operations, adjusting delivery routes and restructuring administrative and processing functions, the Postal Service is adapting to meet the evolving needs, demands and activities of our customers.

4. Concern:

Customers said they would miss the special attention and assistance provided by the personnel at the Masonville Post Office.

Response:

Courteous and helpful service will be provided by personnel at the Winthrop Post Office and from the carrier. Special assistance will be provided as needed.

5. Concern:

Customers were concerned about a change of address

Response:

Customers will be assigned a 911 address. The new address will continue to use the community name and ZIP Code. Mail will be forwarded in accordance with postal regulations, and change of address forms are available from the Postal Service to assist customers in notifying correspondents of the change.

6. Concern:

Customers were concerned about mail security

Response:

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

7. Concern:

Customers were concerned about mail security

Response:

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose. Also, consideration is currently being given to the possibility of installing cluster box units if enough interest warrants. Cluster Box Units are individually locked mail compartments installed and maintained by the Postal Service.

8. Concern:

Customers were concerned about obtaining services from the carrier

Response:

Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

9. Concern:

Customers are concerned that the Postal Service is not focusing on other areas to cut expenses.

Response:

Since the realization that mail volumes were beginning to drop, the Postal Service has been successful in cutting expenses to the degree of 9 billion dollars over the past three years. These cuts are the result of a widespread effort throughout the organization which includes but not limited to wage freezing, route consolidations, plant closings, and matching workhours to workload

10. Concern:

Customers expressed concern for those customers with disabilities who are not able to go to the administrative office Post Office to pick up their mail

Response:

Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located or cluster box unit close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

11. Concern:

Customers questioned as to why they could not keep their PO Box address if mail was received in cluster box units.

Response:

PO Box addresses are only reserved for addresses of PO Boxes in Post Office facilities. Cluster box units are not considered a Post Office facility and therefore do not qualified for PO Box addressing.

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12. Concern:

Customers questioned the economic savings of the proposed discontinuance

Response:

Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates an positive annual savings.

13. Concern:

Customers questioned why certain mail pieces were delayed.

Response:

Mailpieces travel on a certain network depending on its class. A mailpiece that is dropped at a neighboring Post Office may travel on a different network. As a result, the arrival time for that mailpiece may be different.

14. Concern:

Customers questioned why we did not fill the postmaster vacancy when it became vacant in 2006.

Response:

Post Offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means. Since workload has been declining in the Postal Service over that last few years, the Postal Service has not filled positions in many offices due to hiring freezing. Position were left open to allow the Postal Service more flexibility in determining a more cost effective means of providing Postal Services throughout the organization.

15. Concern:

Customers were concerned about later delivery of mail

Response:

A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.

16. Concern:

Customers were concerned about neighboring Post Offices being closed for lunch and not being able to obtain postal services.

Response:

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

17. Concern:

Customers were concerned about senior citizens

Response:

The customer expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to roadside mailboxes or CBUs. Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

18. Concern:

Customers were concerned about the inconsistent delivery times of the rural carrier.

Response:

The Postal Service strives to keep delivery times predictable. However, there are circumstances such as high mail volumes and weather conditions that are beyond the control of the carrier that prevents same time delivery each day. The Postal Service apologizes for any inconvenience that this may cause.

Some advantages of the proposal are:

1. The carrier provides retail services, alleviating the need to go to the Post Office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay Post Office box fees.
6. Saves time and energy for customers who drive to the Post Office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services are provided by the carrier
2. Meeting the carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Masonville is an incorporated community located in Delaware County. The community is administered politically by Mayor and Council. Police protection is provided by the Delaware County Sheriff. Fire protection is provided by the Masonville Fire Department. The community is comprised of retired people, farmers/ranchers, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: City of Masonville, Apex Custom Countertops, LaBudde Group Inc, Chuck's Repair, Three Star Printing Home R Place. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Masonville Post Office will be available at the Winthrop Post Office. Government forms normally provided by the Post Office will also be available at the Winthrop Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry.

- | | |
|-------------|--|
| 1. Concern: | Customers stated that they use the bulletin board for information on community announcements. |
| Response: | Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town. |
| 2. Concern: | Customers were concerned about the loss of a gathering place and an information center |
| Response: | Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town. |
| 3. Concern: | Customers were concerned about the loss of a gathering place and an information center. |
| Response: | Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town. |

Based on information the Postal Service obtained, it was determined that there has been minimal growth in the area in recent years. Carrier service is expected to be able to handle any future growth in the community.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster was promoted on August 19, 2006. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 21,044 with a breakdown as follows:

Postmaster Salary (EAS-53, No COLA)	\$ 15,350
Fringe Benefits @ 33.5%	\$ 5,142
Rental Costs, Excluding Utilities	<u>+ \$ 3,300</u>
Total Annual Costs	\$ 23,792
Less Annual Cost of Replacement Service	<u>- \$ 2,748</u>
Total Annual Savings	<u>\$ 21,044</u>

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the Masonville, IA Post Office and provide delivery and retail services by Rural Route Service under the administrative responsibility of the Winthrop Post Office, located nine miles away.

The postmaster was promoted on August 19, 2006. If the office has a noncareer PMR, they may be separated from the Postal Service. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Masonville Post Office provided delivery service to no customers and 26 PO Box customers. The daily retail window transactions averaged six. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services will be available from the carrier, alleviating the need to travel to a Post Office for service. The Postal Service will save an estimated \$21,044 annually. A disadvantage to some may be in meeting the carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Masonville Post Office and Winthrop Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this Post Office. If a final determination is made to close this Post Office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.

THOMAS ALLEN
THOMAS ALLEN
Manager, Post Office Operations

04/04/2011
Date

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Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the MASONVILLE Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.

2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.

3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

Name of Postal Customer

Signature of Postal Customer

Mailing Address

City, State, and ZIP Code

Date



06/01/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Instructions for Posting the "Notice of Taking Proposal and Comments Under Internal Consideration"

At the close of business on 06/05/2011 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments must be posted for at least 60 days, and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Lenane", written over a horizontal line.

KAREN LENANE
Post Office Review Coordinator
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

DOCKET NO.

1372105-50654

ITEM NO.

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PAGE

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Date of Posting: 04/04/2011

Posting Round Date:

Date of Removal: 06/05/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE MASONVILLE, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1372105 - 50654



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ITEM NO. 36
PAGE 2

Date of Posting: 04/04/2011

Date of Removal: 06/05/2011

UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE MASONVILLE, IA POST OFFICE AND ESTABLISH SERVICE BY RURAL ROUTE SERVICE

To the customers of the MASONVILLE Post Office:

The Postal Service is considering the close of the MASONVILLE Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 04/04/2011 through 06/05/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the MASONVILLE PO. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

KAREN LENANE
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

Sincerely,



THOMAS ALLEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998



DOCKET NO. 1372105-50654
ITEM NO. 36
PAGE 3

Date of Posting: 04/04/2011

Date of Removal: 06/05/2011

UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE MASONVILLE, IA POST OFFICE AND ESTABLISH SERVICE BY RURAL ROUTE SERVICE



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Copies of the proposal and optional comment forms are available upon request at the MASONVILLE PO. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

KAREN LENANE
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

Sincerely,

A handwritten signature of Thomas Allen.

THOMAS ALLEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

DOCKET NO.

1372105-50654

ITEM NO.

36

PAGE

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Date of Posting: 04/04/2011

Posting Round Date:



Date of Removal: 06/05/2011

Removal Round Date:



PROPOSAL TO CLOSE
THE MASONVILLE, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1372105 - 50654

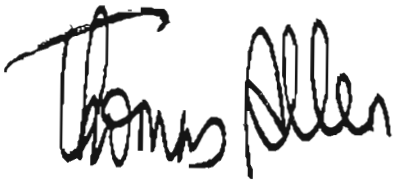
**NOTICE OF TAKING PROPOSAL AND COMMENTS
UNDER INTERNAL CONSIDERATION**

Date 06/01/2011

Postal Customers of the Masonville Post Office: The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to consolidate the Masonville Post Office, which was posted 04/04/2011 through 06/05/2011. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the Masonville Post Office who disagrees will have the right to appeal that decision to the Postal Rate Commission in Washington, DC.

Sincerely,

A handwritten signature in black ink that reads "Thomas Allen". The signature is written in a cursive, slightly stylized font.

THOMAS ALLEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998



06/07/2011

MEMO TO THE RECORD

SUBJECT: MASONVILLE
Docket Number 1372105 - 50654

The proposal to consolidate the MASONVILLE was posted with an "Invitation for Comments," at the MASONVILLE from 04/04/2011 through 06/05/2011 . No comments were received. There is no change to the original proposal. Accordingly, there is no need to modify the proposal to address comments.

A handwritten signature in black ink, appearing to read "K. Lenane", with a long horizontal flourish extending to the right.

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC District



A. Office

Name: MASONVILLE State: IA Zip Code: 50654
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-01 County: Delaware
EAS Grade: 53 Finance Number: 185769
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 39. There was not a premature appeal received.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 06/07/2011
Fax No: (319) 399-5502



06/07/2011

MEMO TO THE RECORD

SUBJECT MASONVILLE
Docket Number 1372105 - 50654

The proposal to consolidate the MASONVILLE was posted with an "Invitation for Comments," at the MASONVILLE from 04/04/2011 through 06/05/2011 . No comments were received. There is no change to the original proposal. Accordingly, there is no need to modify the proposal to address comments.

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KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC District

Date of Posting: 04/04/2011

Posting Round Date:

Date of Removal: 06/05/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE MASONVILLE, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE
(REVISED)

DOCKET NUMBER 1372105 - 50654

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Masonville, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Winthrop Post Office, located nine miles away.

The postmaster position became vacant when the postmaster was promoted on August 19, 2006. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons: Study for discontinuance request based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.

The Masonville Post Office, an EAS-53 level, provides service from 12:00 - 16:15 Monday - Friday , 11:30 - 12:45 Saturday and lobby hours of 12:00-16:30 on Monday - Friday and 11:30-13:00 on Saturday to 26 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged six transaction(s) accounting for seven minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$10,994 (29 revenue units) in FY 2008; \$13,365 (35 revenue units) in FY 2009; and \$12,731 (33 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On March 17, 2011, representatives from the Postal Service were available at the Masonville Community Room at the Fire Department to answer questions and provide information to customers. 16 customer(s) attended the meeting.

On March 02, 2011, 30 questionnaires were distributed to delivery customers of the Masonville Post Office. Questionnaires were also available over the counter for retail customers at the Masonville Post Office. 18 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 0 favorable, 7 unfavorable, and 11 expressed no opinion.

One congressional inquiry was received on March 24, 2011.

If this proposal is implemented, delivery and retail services will be provided by the Winthrop Post Office, an EAS-16 level office. Window service hours at the Winthrop Post Office are from 09:00-11:30 13:30 - 16:30, Monday through Friday, and none on Saturday. There are 108 post office boxes available.

Retail service is also available at the Manchester Post Office an EAS-18 level office, located nine miles away. Window service hours at Manchester Post Office are from 09:00-12:30 13:30 - 16:30, Monday through Friday and 09:00 12:00 on Saturday. There are 142 post office boxes available for rent.

The following concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, on the petition, and from the congressional inquiry:

- | | |
|--------------------|--|
| 1. Concern: | Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages |
| Response: | The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate. |
| 2. Concern: | Customers express that they will miss the convenience of getting their mail at the Post Office, buying stamps, and having a secure mailbox. |
| Response: | Although we cannot promise that obtaining services through the carrier will be as convenient as having a Post Office facility in the community, we can state that the carriers can perform many functions that will prevent any need to go to a post office. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them. |

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

- | | | |
|----|------------------|---|
| 3. | Concern: | Customers expressed concern regarding the Postal Service's efforts to be more productive. |
| | Response: | The Postal Service is doing everything possible to reduce costs and save money — this will involve consolidating operations wherever possible. In fiscal year 2010, the Postal Service cut spending by \$3 billion, bringing total cost savings over the last three years to \$9 billion. By consolidating operations, adjusting delivery routes and restructuring administrative and processing functions, the Postal Service is adapting to meet the evolving needs, demands and activities of our customers. |
| 4. | Concern: | Customers said they would miss the special attention and assistance provided by the personnel at the Masonville Post Office. |
| | Response: | Courteous and helpful service will be provided by personnel at the Winthrop Post Office and from the carrier. Special assistance will be provided as needed. |
| 5. | Concern: | Customers were concerned about a change of address |
| | Response: | Customers will be assigned a 911 address. The new address will continue to use the community name and ZIP Code. Mail will be forwarded in accordance with postal regulations, and change of address forms are available from the Postal Service to assist customers in notifying correspondents of the change. |
| 6. | Concern: | Customers were concerned about mail security |
| | Response: | Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose. |
| 7. | Concern: | Customers were concerned about mail security |
| | Response: | Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose. Also, consideration is currently being given to the possibility of installing cluster box units if enough interest warrants. Cluster Box Units are individually locked mail compartments installed and maintained by the Postal Service. |
| 8. | Concern: | Customers were concerned about obtaining services from the carrier |

Response:

Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

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Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

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HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

9. **Concern:**

Customers are concerned that the Postal Service is not focusing on other areas to cut expenses.

Response:

Since the realization that mail volumes were beginning to drop, the Postal Service has been successful in cutting expenses to the degree of 9 billion dollars over the past three years. These cuts are the result of a widespread effort throughout the organization which includes but not limited to wage freezing, route consolidations, plant closings, and matching workhours to workload.

10. **Concern:**

Customers expressed concern for those customers with disabilities who are not able to go to the administrative office Post Office to pick up their mail

Response:

Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located or cluster box unit close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

11. **Concern:**

Customers questioned as to why they could not keep their PO Box address if mail was received in cluster box units.

Response:

PO Box addresses are only reserved for addresses of PO Boxes in Post Office facilities. Cluster box units are not considered a Post Office facility and therefore do not qualified for PO Box addressing.

12. **Concern:** Customers questioned the economic savings of the proposed discontinuance
- Response:** Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates an positive annual savings.
13. **Concern:** Customers questioned why certain mail pieces were delayed.
- Response:** Mailpieces travel on a certain network depending on its class. A mailpiece that is dropped at a neighboring Post Office may travel on a different network. As a result, the arrival time for that mailpiece may be different.
14. **Concern:** Customers questioned why we did not fill the postmaster vacancy when it became vacant in 2006.
- Response:** Post Offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means. Since workload has been declining in the Postal Service over that last few years, the Postal Service has not filled positions in many offices due to hiring freezing. Position were left open to allow the Postal Service more flexibility in determining a more cost effective means of providing Postal Services throughout the organization.
15. **Concern:** Customers were concerned about later delivery of mail
- Response:** A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.
16. **Concern:** Customers were concerned about neighboring Post Offices being closed for lunch and not being able to obtain postal services.
- Response:** Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
17. **Concern:** Customers were concerned about senior citizens
- Response:** The customer expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to roadside mailboxes or CBUs. Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.
18. **Concern:** Customers were concerned about the inconsistent delivery times of the rural carrier.
- Response:** The Postal Service strives to keep delivery times predictable. However, there are circumstances such as high mail volumes and weather conditions that are beyond the control of the carrier that prevents same time delivery each day. The Postal Service apologizes for any inconvenience that this may cause.

Some advantages of the proposal are:

1. The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.
7. A decrease in your PO Box Fees may be a result of this proposal.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Masonville is an incorporated community located in Delaware County. The community is administered politically by Mayor and Council. Police protection is provided by the Delaware County Sheriff. Fire protection is provided by the Masonville Fire Department. The community is comprised of Retirees, Self-employed, , and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: City of Masonville , Apex Custom Countertops, LaBudde Group Inc, Chuck's Repair, Three Star Printing Home R Place . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Masonville Post Office will be available at the Winthrop Post Office. Government forms normally provided by the Post Office will also be available at the Winthrop Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry:

- | | |
|--------------------|--|
| 1. Concern: | Customers stated that they use the bulletin board for information on community announcements. |
| Response: | Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town. |
| 2. Concern: | Customers were concerned about the loss of a gathering place and an information center |
| Response: | Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town. |
| 3. Concern: | Customers were concerned about the loss of a gathering place and an information center. |
| Response: | Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town. |

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster was promoted on August 19, 2006. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. .

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 21,044 with a breakdown as follows:

Postmaster Salary (EAS-53, No COLA)	\$ 15,350
Fringe Benefits @ 33.5%	\$ 5,142
Annual Lease Costs	<u>+ \$ 3,300</u>
Total Annual Costs	\$ 23,792
Less Annual Cost of Replacement Service	<u>- \$ 2,748</u>
Total Annual Savings	<u>\$ 21,044</u>

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the Masonville, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Winthrop Post Office, located nine miles away.

The postmaster was promoted on August 19, 2006. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Masonville Post Office provided delivery and retail service to 26 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged six. There are no permit mailers or postage meter customers.

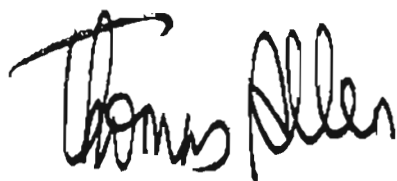
There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$21,044 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Masonville Post Office , Manchester Post Office and Winthrop Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



THOMAS ALLEN
Manager, Post Office Operations

04/04/2011
Date

Docket: 1372105-50654

Item Nbr: 42

Page Nbr: 1



UNITED STATES
POSTAL SERVICE

Memo to the record

6/7/2011

Re: Updated PS Form 4920

There is no updated PS Form 4920 for this case. As a result, an updated PS Form 4920 will not be included.

A handwritten signature in cursive script, reading "Sara Lindauer".

Sara Lindauer

Post Office Review Investigator



06/07/2011

MEMO TO THE RECORD

SUBJECT: Certification of the Record
MASONVILLE
Docket Number 1372105 - 50654

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

A handwritten signature in cursive script, appearing to read "Gail Duba", written over a horizontal line.

GAIL DUBA
District Manager

LOG OF POST OFFICE DISCONTINUANCE ACTIONS

Office Name, State, ZIP Code: MASONVILLE, IA, 50654-8533

EAS Level: 53

District: HAWKEYE PFC

County: Delaware

Congressional District: IA-01

Proposal: ☒ Close ☐ Consolidate

Reason For Proposed: was promoted

Alternate Service Proposed: Rural Route Service

Customers Affected:

Post Office Box: 28

General Delivery: 0

Rural Route: 0

Highway Contract Route (HCR): 0

City Route: 0

Intermediate Rural: 0

Intermediate HCR: 0

Total number of customers: 26

Date	Action
	Office suspended. Reason suspended:
	Suspension notice sent to Headquarters.
08/19/2008	Postmaster vacancy occurred. Reason: was promoted OIC: Career: 0 Noncareer: 1 Other Employees: 1
02/23/2011	District manager authorization to study.
03/02/2011	Questionnaires sent to customers. Number sent: 30 Number Returned: 18 Analysis: Favorable: 0 Unfavorable: 7 No Opinion: 11
	Petition received. Number of signatures: 0 Concerns expressed:
03/24/2011	Congressional inquiry received. Yes Concerns expressed:
03/22/2011	Proposal and checklist sent to district for review.
03/21/2011	Government Relations and Retail Operations notified by district 10 days before the 60-day posting (PS Form 4920 attached).
03/22/2011	Proposal and invitation for comments posted and round-dated.
06/07/2011	Proposal and invitation for comments removed and round-dated. Comment Analysis: Favorable: 0 Unfavorable: 0 No Opinion: 0 0
None	Premature PRC appeal received. Concerns expressed:
03/21/2011	Updated PS Form 4920 completed (if necessary).
06/07/2011	Certification of the official record.
	District transmittal of official record to vice president, Delivery and Retail, and copy of transmittal letter to vice president, Area Operations.
	Headquarters logged in official record (option entry).
	Record returned to district for additional consideration.
	Record returned as not warranted.
	Final determination posted at affected office(s) and round-dated.
	Final determination removed and round-dated.
	Postal Bulletin Post Office Change Announcement form sent to Headquarters.
	No appeals letter received from Headquarters.
	Appeal to PRC received.
	PRC opinion received on appeal. Affirmed: _____ Remanded: _____ USPS Withdrawn: _____
	Address management systems notified to updated AMS report.
	Discontinuance announced in Postal Bulletin No.: _____ Effective date: _____

Review Coordinator/person most familiar with the case:

<u>KAREN LENANE</u> Name/Title	<u>(319) 399-2902</u> Telephone Number
<u>KAREN LENANE</u> District Post Office Review Coordinator	<u>(319) 399-2902</u> Telephone Number



06/07/2011

VICE PRESIDENT, DELIVERY AND POST OFFICE OPERATIONS
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA ROOM 5621
WASHINGTON DC 20260-5621

SUBJECT: Official Record

Enclosed for your review and approval is the official record to discontinue the Masonville Post Office.

All appropriate actions have been taken, and we have considered the concerns/comments of affected customers. The record has been thoroughly reviewed, and all necessary documentation is included. All documents in the record are numbered and contain docket and item numbers on each page and a chronological index of all documents in the record is included. Effective and regular service will be provided to community residents by permanently implementing the alternative service proposed.

Refer questions about this Post Office discontinuance to Karen Lenane, Post Office Review Coordinator, at (319) 399-2902 or Thomas Allen Manager Post Office Operations.

A handwritten signature in blue ink, appearing to read "Gail M. Duba".

GAIL DUBA
DISTRICT MANAGER
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

Enclosures:

One copy of record (<http://hqcsopps.usps.gov/public/dis/4E/P1372105.pdf>)
Headquarters acknowledgment of receipt of official record (optional)
Self-addressed envelope

cc: Vice President, WESTERN Area (no enclosures)

Headquarters Acknowledgment of Receipt of Official Record

The official record to consolidate the MASONVILLE was received by 06/09/2011.
Please contact the Headquarters coordinator at (202) 268-5083 or the address below for additional information regarding its status.

475 L'ENFANT PLAZA SW ROOM 6700
WASHINGTON DC 20260-6700

Enclosure: (self-addressed envelope)

***Note:** The acknowledgment form is optional and to be used at the district's discretion. Please provide the following memorandum and a self-addressed return envelope if you wish to receive an acknowledgment of Headquarters receipt of the record.

DOCKET NO 1372105-50654
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PAGE 1

Date of Posting:

Date of Removal:

FINAL DETERMINATION TO CLOSE
THE MASONVILLE, IA POST OFFICE
AND CONTINUE TO PROVIDE
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1372105 - 50654

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is issuing the final determination to close the Masonville, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Winthrop Post Office, located nine miles away.

The postmaster position became vacant when the postmaster was promoted on August 19, 2006. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office was studied for possible closing or consolidation due to the following reasons: Study for discontinuance request based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.

The Masonville Post Office, an EAS-53 level, provides service from 12:00 - 16:15 Monday - Friday , 11:30 - 12:45 Saturday and lobby hours of 12:00-16:30 on Monday - Friday and 11:30-13:00 on Saturday to 26 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged six transaction(s) accounting for seven minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$10,994 (29 revenue units) in FY 2008; \$13,365 (35 revenue units) in FY 2009; and \$12,731 (33 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On March 17, 2011, representatives from the Postal Service were available at the Masonville Community Room at the Fire Department to answer questions and provide information to customers. 16 customer(s) attended the meeting.

On March 02, 2011, 30 questionnaires were distributed to delivery customers of the Masonville Post Office. Questionnaires were also available over the counter for retail customers at the Masonville Post Office. 18 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 0 favorable, 7 unfavorable, and 11 expressed no opinion.

One congressional inquiry was received on March 24, 2011.

When this final determination is implemented, delivery and retail services will be provided by the Winthrop Post Office, an EAS-16 level office. Window service hours at the Winthrop Post Office are from 09:00-11:30 13:30 - 16:30, Monday through Friday, and none on Saturday. There are 108 post office boxes available.

The proposal to close the Masonville Post Office was posted with an invitation for comment at the Masonville Post Office , Manchester Post Office and Winthrop Post Office from April 04, 2011 to June 05, 2011. The following additional concerns were received during the proposal posting period:

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

1. **Concern:** Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages
Response: The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
2. **Concern:** Customers express that they will miss the convenience of getting their mail at the Post Office, buying stamps, and having a secure mailbox.
Response: Although we cannot promise that obtaining services through the carrier will be as convenient as having a Post Office facility in the community, we can state that the carriers can perform many functions that will prevent any need to go to a post office. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order

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PAGE 3

made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

3. Concern:

Customers expressed concern regarding the Postal Service's efforts to be more productive.

Response:

The Postal Service is doing everything possible to reduce costs and save money — this will involve consolidating operations wherever possible. In fiscal year 2010, the Postal Service cut spending by \$3 billion, bringing total cost savings over the last three years to \$9 billion. By consolidating operations, adjusting delivery routes and restructuring administrative and processing functions, the Postal Service is adapting to meet the evolving needs, demands and activities of our customers.

4. Concern:

Customers said they would miss the special attention and assistance provided by the personnel at the Masonville Post Office.

Response:

Courteous and helpful service will be provided by personnel at the Winthrop Post Office and from the carrier. Special assistance will be provided as needed.

5. Concern:

Customers were concerned about a change of address

Response:

Customers will be assigned a 911 address. The new address will continue to use the community name and ZIP Code. Mail will be forwarded in accordance with postal regulations, and change of address forms are available from the Postal Service to assist customers in notifying correspondents of the change.

6. Concern:

Customers were concerned about mail security

Response:

Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

7. Concern:

Customers were concerned about mail security

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Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose. Also, consideration is currently being given to the possibility of installing cluster box units if enough interest warrants. Cluster Box Units are individually locked mail compartments installed and maintained by the Postal Service.

8. Concern:

Customers were concerned about obtaining services from the carrier

Response:

Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

9. Concern:

Customers are concerned that the Postal Service is not focusing on other areas to cut expenses.

Response:

Since the realization that mail volumes were beginning to drop, the Postal Service has been successful in cutting expenses to the degree of 9 billion dollars over the past three years. These cuts are the result of a widespread effort throughout the organization which includes but not limited to wage freezing, route consolidations, plant closings, and matching workhours to workload.

10. Concern:

Customers expressed concern for those customers with disabilities who are not able to go to the administrative office Post Office to pick up their mail

Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located or cluster box unit close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

11. Concern:

Customers questioned as to why they could not keep their PO Box address if mail was received in cluster box units.

Response:

PO Box addresses are only reserved for addresses of PO Boxes in Post Office facilities. Cluster box units are not considered a Post Office facility and therefore do not qualified for PO Box addressing.

12. Concern:

Customers questioned the economic savings of the proposed discontinuance

Response:

Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates an positive annual savings.

13. Concern:

Customers questioned why certain mail pieces were delayed.

Response:

Mailpieces travel on a certain network depending on its class. A mailpiece that is dropped at a neighboring Post Office may travel on a different network. As a result, the arrival time for that mailpiece may be different.

14. Concern:

Customers questioned why we did not fill the postmaster vacancy when it became vacant in 2006.

Response:

Post Offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means. Since workload has been declining in the Postal Service over that last few years, the Postal Service has not filled positions in many offices due to hiring freezing. Position were left open to allow the Postal Service more flexibility in determining a more cost effective means of providing Postal Services throughout the organization.

15. Concern:

Customers were concerned about later delivery of mail

Response:

A customer's location on a carrier's line of travel determines the time of day mail is delivered. This, of course, precludes providing early delivery of mail to every customer because, no matter how we structure a route, somebody must be last. We do, however, carefully consider the volume of mail for each route so that we can deliver the greatest amount of mail at the earliest possible hour. With the largest fleet of delivery vehicles in the world we must pay special attention to energy conservation measures, to minimize vehicle and fuel expenses. When the price of gasoline goes up one cent per gallon our total gasoline cost rises more than \$8 million. Therefore, when structuring a route, we must balance our goal to deliver as much mail as possible as early as possible with the need to minimize the travel distance a route must cover.

16. Concern:

Customers were concerned about neighboring Post Offices being closed for lunch and not being able to obtain postal services.

Response:

Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

17. Concern:

Customers were concerned about senior citizens

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The customer expressed a concern about senior citizens. Carrier service is beneficial to many senior citizens and those who face special challenges because the carrier can provide delivery and retail services to roadside mailboxes or CBUs. Customers do not have to make a special trip to the post office for service. Special provisions are made for hardship cases or special customer needs. To request an exception for hardship delivery, customers may contact the administrative postmaster for more information.

18. Concern:

Customers were concerned about the inconsistent delivery times of the rural carrier.

Response:

The Postal Service strives to keep delivery times predictable. However, there are circumstances such as high mail volumes and weather conditions that are beyond the control of the carrier that prevents same time delivery each day. The Postal Service apologizes for any inconvenience that this may cause.

Some advantages of the proposal are:

1. The rural and contract carriers may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.
7. A decrease in your PO Box Fees may be a result of this proposal.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Masonville is an incorporated community located in Delaware County. The community is administered politically by Mayor and Council. Police protection is provided by the Delaware County Sheriff. Fire protection is provided by the Masonville Fire Department. The community is comprised of Retirees, Self-employed, and those who commute to work at nearby communities and may work in local businesses.

Businesses and organizations include: City of Masonville, Apex Custom Countertops, LaBudde Group Inc, Chuck's Repair, Three Star Printing Home R Place. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Masonville Post Office will be available at the Winthrop Post Office. Government forms normally provided by the Post Office will also be available at the Winthrop Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

1. Concern: Customers stated that they use the bulletin board for information on community announcements.

Response: Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town.
2. Concern: Customers were concerned about the loss of a gathering place and an information center

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Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town.

3. Concern:

Customers were concerned about the loss of a gathering place and an information center.

Response:

Residents may continue to meet informally, socialize, and share information at the other businesses, churches, and residences in town.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster was promoted on August 19, 2006. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 21,044 with a breakdown as follows:

Postmaster Salary (EAS-53, No COLA)	\$ 15,350
Fringe Benefits @ 33.5%	\$ 5,142
Annual Lease Costs	<u>+ \$ 3,300</u>
Total Annual Costs	\$ 23,792
Less Annual Cost of Replacement Service	<u>- \$ 2,748</u>
Total Annual Savings	<u>\$ 21,044</u>

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

This is the final determination to close the Masonville, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Winthrop Post Office, located nine miles away.

The postmaster was promoted on August 19, 2006. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. The workload has declined. Effective and regular service will continue to be provided by rural route service.

The Masonville Post Office provided delivery and retail service to 26 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged six. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a Post Office for service. The Postal Service will save an estimated \$21,044 annually. A disadvantage to some will be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this final determination is based are available for public inspection at the Masonville Post Office, Manchester Post Office and Winthrop Post Office during normal office hours.
- B. Appeal Rights. This final determination to close the Masonville Post Office may be appealed by any person served by that office to the Postal Regulatory Commission at 901 New York Ave NW, Suite 200, Washington DC 20268-0001. Appeals must be received by the Commission within 30 days of the date this final determination is posted. If an appeal is filed, copies of appeal documents prepared by the Postal Regulatory Commission or the parties to the appeal will be made available for public inspection at Masonville Post Office, Manchester Post Office and Winthrop Post Office during normal office hours.



Dean J Granholm
Vice President of Delivery and Post Office Operations

07/01/2011

Date



07/05/2011

OFFICER-IN-CHARGE/POSTMASTER
Masonville Post Office

SUBJECT: Letter of Instructions Regarding Posting of the Masonville Post Office Final
Determination Docket No. 1372105 - 50654

Please post in the lobby the enclosed final determination to close the Masonville Post Office. The final determination must be posted in a prominent place from 07/05/2011 through close of business on 08/06/2011. It must be posted for at least 30 days and the first day does not count. Additionally, please take down the posted "Notice of Taking Proposal and Comments under Internal Consideration" and return to this office.

Round-date stamp the cover of the final determination on the date of posting and on the date of removal. Please send the final determination to me by close of business on 08/07/2011.

Additional copies of the final determination are enclosed. Provide them to customers upon request.

Also enclosed is the official record upon which this final determination is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in Administrative Support Manual. If you do not have photocopy equipment, take the customer's name, address and telephone number and contact the district for needed copies.

If there are any questions, please contact me at (319) 399-2902.

Sincerely,

KAREN LENANE
POST OFFICE REVIEW COORDINATOR
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

Enclosures:
Final Determination Official Record

Date of Posting:

7-5-2011

Date of Removal:

8-6-2011

FINAL DETERMINATION TO CLOSE
THE MASONVILLE, IA POST OFFICE
AND CONTINUE TO PROVIDE
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1372105 - 50654





Date of Posting:

Date of Removal:

FINAL DETERMINATION TO CLOSE
THE MASONVILLE, IA POST OFFICE
AND CONTINUE TO PROVIDE
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER: 1372105 - 50654



06/30/2011

DISTRICT MANAGER
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination- MASONVILLE

The final determination to discontinue the subject Post Office is enclosed, along with a Postal Bulletin announcement form to be completed and returned to this office through the district.

Please provide public notice by prominently posting a copy of the final determination in the appropriate Post Office. Make a copy of the completed record available for public inspection during normal working hours at the Post Office during the mandatory 30-day posting period. Please note that the first day of the actual 30-day posting period begins at day "zero".

POSTAL BULLETIN – POST OFFICE CHANGE ANNOUNCEMENT

Complete the enclosed Postal Bulletin Post Office Change Announcement form in its entirety and send it to this office (in triplicate) on the day the final determination is removed. One form will be used to document the official record, one sent to the Accounting Systems Development office, and the third copy will be forwarded to the Headquarters Address Management. Please note that Headquarters Address Management will not announce any Post Office closing or consolidation except when requested in writing by this office. Announcement form mailing instructions are provided at the bottom of the form.

APPEAL

Providing there are no appeals to the Postal Rate Commission, the office will be officially discontinued the first Saturday that falls 60 days after posting the final determination. If the final determination is appealed, we will furnish you with appropriate instructions. Please contact this office if a different date is needed for the official discontinuance. It must be noted, however, that the law prohibits discontinuance sooner than 60 days after the date the final determination was posted.

NATIONAL FIVE-DIGIT ZIP CODE AND POST OFFICE DIRECTORY UPDATE

Please coordinate with your Address Management System (AMS) unit to make sure that the AMS database is updated according to existing Headquarters Address Management instructions. That request, however, shall not be made until this office has notified you in writing that no appeals are pending.

OFFICIAL RECORD

Chronologically file this memorandum in your copy of the official record. All final determination postings must be added to the record at the end of the 30-day public posting period. Do not send them to Headquarters. The official record should be archived at the district by the Post Office discontinuance coordinator after the appeal decision is rendered and/or the Post Office change announcement has appeared in the Postal Bulletin.

If you have any questions, please contact Rich Rudez at (202) 268-5062.

Thank you for your assistance.

A handwritten signature in blue ink, appearing to read "Dean J Granholm".

Dean J Granholm
Vice President Delivery and Post Office Operations

Enclosure: (2)

cc:
Vice President, Area Operations, WESTERN Area